

SELECT BOARD MEETING

Town Office Meeting Room

WEDNESDAY, JANUARY 3, 2024

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 December 20, 2023 Regular Meeting.	
3.	Visitor's Comments:	<ul style="list-style-type: none"> • <i>Ferry Service Update</i> • Sea Level Rise Update • Update on Municipal Building Project
4.	Upcoming Meetings and Subcommittee Reports: Planning Board: January 8, 2024	
5.	Town Manager Report:	6. Correspondence:
6.	Old Business: <ol style="list-style-type: none"> 1. A.L.P. Library Handbook: Approve Revised "Photo Consent & Permission Release" form. 2. Pine Tree Waste, Inc. Renewal Agreement. 3. 	
7.	New Business: <ol style="list-style-type: none"> 1. Bid opening: Summer Gravel – Delivered 1,000 cu. Yards/Inch Minus. 2. 	
8.	Other Business: <ol style="list-style-type: none"> 1. 	
9.	Approve Warrant: FY24 #14	
10.	Appointments:	
11.	Chair Comments:	Individual Selectmen's Comments:
12.		
13.	Adjourn	

W: AGENDA 1 3 2024

MEMBERS:

CHAIR Shey Conover
2026

Lauren Bruce
2025

V A C A N T
2025

Melissa Burns
2026

Peter Anderson
2024

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DRAFT MINUTES

Members Present:

Vice Chair Lauren Bruce, Melissa Burns, and Peter Anderson

Absent: Chair Shey Conover

Others Present:

Town Manager Janet Anderson, Frank Start

Via Zoom: Maggy Willcox, Peter Willcox

Call to Order: Vice Chair Lauren Bruce called the meeting to order at 6:01 PM and a quorum was established.

MOTION BY M. Burns, seconded by P. Anderson, to approve the minutes of December 6, 2023 Regular Meeting, as written. No discussion. Motion passed, 3 yes, 0 no.

VISITOR COMMENTS/PETITIONS.

None.

FERRY SERVICE UPDATE

No Update.

SEA LEVEL RISE

No Update.

MUNICIPAL BUILDING PROJECT

L. Bruce reported that there is a meeting next week on December 28 at 10:00am. There are minor changes to the designs for the Up-Island Public Safety Garage and Health Center buildings, and they hope to have a new tentative timeline for the work with Ledgewood.

UPCOMING MEETINGS AND SUBCOMMITTEE REPORTS

- Municipal Building Project Committee: December 28th, 10:00am.
- Planning Board: January 8th, 5:00pm
- Housing Committee: January 23rd, 5:00pm. Now focusing on creating a Town Center district around Durkee's Store.

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TOWN MANAGER REPORT

- Packet included Agenda for 12/20/23 and Minutes of 12/6/23 Regular Meeting.
- Committee Minutes/Correspondence:
 - Housing Committee minutes of 10/24/23
 - IMB Committee minutes of 10/25/23.
 - Energy Committee minutes of 11/14/23.
 - 12/18/23 email from Harry Brigham, 922 Billy Shore Drive, about significant erosion on the south side of Billy Shore Drive and now the inland edge of 4' from the road bed. Janet will talk with Tom Fowler as he inspected this area in October. Perhaps the stones from the Garage site can be used for stabilizing this.
 - 12/18/23 email from Frank Start regarding IMB Committee opening.
 - December report from Cressica Brazier on Rural Energy Prize. Ann Charlton, who had been hired as a coordinator, has left, and now it's just Kizzi Barton.
 - Request for Proposals for 1,000 cu yds summer gravel, due back 1/3/24
 - Job Opening & Job Description for Finance Director. Posted with MMA, The Courier, Camden Herald, Republican Journal. We are going to transfer our payroll to do it through Trio web, outsourcing with a company in NH. The new person won't have to do payroll.
- Old Business
 - None
- New Business
 - ALP Library Revised Trustee Handbook
 - Pine Tree Waste, Inc. Renewal Agreement
- Warrant #13
- Manager Report
 - At the 12/18 IMB meeting, Roger Heinen submitted his resignation from the committee. He is willing to continue consulting and will send a contract outlining his duties for \$1/year. I am very grateful for Roger and for all he has done for us. The committee will have a recommendation for a new member after their next meeting.
 - Dave & Tina would like to know if the SB would consider stopping the monthly boxholder mailing and continue to just send an online version. Annual cost for postage approx. \$1,300. We still will do boxholders for special meetings, etc. As of February, we will have to pay for them electronically. L. Bruce suggested we ask community members for feedback on this. M. Burns asked about a subscription option. Frank Start suggested having racks at the store and ferry terminal. To be discussed at next meeting.

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- East Shore Drive: 12/19 email from Thatcher Silar, Farley Project Manager, that they hope to be completed the end of this week. Then off 12/23 – 1/2/23 and return to do final completion. Would have been further along but the ferry shut-downs affected their schedule.
- Thursday, 12/21, the Town Office will be closed noon – 3pm for office holiday party.
- M. Burns asked about ledge (stones) in the road at the Narrows. J. Anderson stated she asked Nakomis Nelson to push it back with his tractor.

CORRESPONDENCE

Discussed in Town Manager's report

OLD BUSINESS

1. None

NEW BUSINESS

1. A.L. Pendleton Library Revised Trustee Handbook
 - P. Anderson stated that the Board was questioning the legalese for the release form for photographs and images taken at events as well as notice of remote meeting participation. He wanted to make sure the library is on par with what other Town organizations are doing. They edited the language to make it more easily accessible. They do have Zoom meetings.
 - Regarding the photo release form, they wanted separate forms for minors and adults, but Peter suggested combining them into one. He is also concerned about the language referring to photos distributed by those who are "not part of library staff" and he would like to see what the school does in this case. M. Burns gave an example of when it might apply. J. Anderson stated she will run it by the Town attorney.
 - The Challenging Materials form has been edited to be more detailed, which will hopefully weed out any frivolous complaints.
 - The SB will hold off on approving this until after the attorney has chimed in.
2. Pine Tree Waste, Inc. Renewal Agreement
 - This will be annual, even though it says 3 years. It's good for 3 years, but can be redone after one year.
 - They are asking for a 3% increase.
 - Frank Start asked when we started paying for the price difference in their fuel increases. Shouldn't that be the cost of doing business? L. Bruce asked if the Town attorney said anything on this part of it.
 - M. Burns asked if there is a local option. J. Anderson stated that JPA isn't licensed for trash removal. We can look into options if anything comes up.

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- Discussion about the fuel charges. P. Anderson asked how we know how much they use. We can ask for an itemized invoice. P. Anderson feels fuel should be the cost of doing business. J. Anderson stated she'd check into this.
- To be approved at next meeting.

OTHER BUSINESS

1. None.

APPROVE WARRANTS: FY24 #13

MOTION BY P. Anderson, seconded by M. Burns, to approve Warrant FY24 #13. No discussion. Motion passed, 3 yes, 0 no.

APPOINTMENTS:

Ex Officio slate, list in packet.

MOTION BY M. Burns, seconded by P. Anderson, to approve the slate of Ex Officio appointments. No discussion. Motion passed, 3 yes, 0 no.

CHAIR COMMENTS

S. Conover: Absent. No comments.

VICE-CHAIR COMMENTS

L. Bruce: I'll be happy when Shey returns!

INDIVIDUAL SELECT BOARD MEMBER COMMENTS

P. Anderson: Dance with Devan did a great job tonight. It was well attended. A half hour well spent.

M. Burns: Lauren did a great job tonight. Everybody should come out and support middle-school basketball tomorrow vs. Vinalhaven at 11am.

MOTION BY L. Bruce, seconded by M. Burns, to Adjourn Meeting at 6:50 PM. No Discussion. Motion passed, 3 yes, 0 no.

Respectfully Submitted,

Carrie Reed
Secretary

DRAFT

[LOGO]

OLD

PHOTO CONSENT AND PERMISSION RELEASE

I, _____ [print name], hereby grant the Town of Islesboro/Alice L. Pendleton Library, its legal representatives and assigns, consent to record, videotape and photograph my image and/or voice (collectively "digital media") to be used with or without my name and for any lawful purpose, including, for example, such purposes as publicity, illustration, training videos, advertising, website and library promotional materials.

I further understand that no compensation will be provided to me for use of my image and that I may not be informed in advance of the specific use of my image and/or voice.

I hereby waive any right to inspect or approve the finished product wherein my likeness appears.

I hereby release and hold harmless the Town of Islesboro/Alice L. Pendleton Library, its officers, agents and employees, from any and all demands or claims of harm and/or liability arising from this consent and the use of my name, likeness or identity and the digital media.

I understand that I have the right to revoke this consent at any time by providing written notice of my revocation to the Town of Islesboro/Alice L. Pendleton Library, but that revocation of this consent will not affect any action the Town of Islesboro/Alice L. Pendleton Library or its staff took in reliance on this consent before receiving the revocation.

I HAVE READ THIS RELEASE FORM BEFORE SIGNING BELOW, AND I UNDERSTAND AND AGREE TO ITS TERMS.

Signature

Print Name: _____

Date: _____

Parent's or Guardian's Signature if Individual is Under Age 18:

Parent/Guardian signature

Print Name: _____

Date: _____



NEW

RECEIVED: _____

REQUEST FOR PROPOSALS

FOR: MATERIALS DELIVERED
TO: CONTRACTORS
FROM: JANET ANDERSON, TOWN MANAGER
DATE: DECEMBER 12, 2023

- THE TOWN OF ISLESBORO IS SEEKING PROPOSALS FOR **1,000 CUBIC YARDS OF INCH-MINUS TYPE-A GRAVEL**. MDOT TYPE A GRAVEL WITH NO STONES LARGER THAN 2 INCHES, NO MORE THAN 5% FINES (CLAY).
- THE TOWN WILL CONTINUE TO PURCHASE THE GRAVEL AND PAY FERRY FARES. OUR VENDOR HAS BEEN DAVIS DIRT WORKS / 520-609-8521. *PIT IN MONROE*
- “SUMMER GRAVEL” TO BE STOCKPILED AT PETER COOMB’S PIT.
- **PROPOSALS ARE DUE BY 4PM ON JANUARY 3, 2024**. THE TOWN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AS MAY BEST SERVE THE INTERESTS OF THE TOWN OF ISLESBORO.
- **TOWN OFFICE, P.O. BOX 76, 150 MAIN ROAD, ISLESBORO 04848**