

Islesboro Select Board
Regular Meeting
Town Office Meeting Room & via Zoom
Wednesday, November 19, 2025 @ 5:30 PM

☒ APPROVED

12/3/25

MINUTES

Members Present:

Chair Shey Conover, Vice Chair Peter Anderson (5:37), Melissa Burns, Peter Rothschild (Zoom), Stephen Pendleton (Zoom)

Others Present:

Town Manager Janet Anderson, Daniel Frohling, Peter Willcox

Others Present via Zoom:

Donna Leone, Josh Leach, Jordy Watson, Amy Mulnix, Dan Tutor, Elizabeth Dyer

Call to Order: Chair Shey Conover called the meeting to order at 5:30 PM, and a quorum was established.

Minutes of November 5, 2025, Regular Meeting.

MOTION BY M. Burns, seconded by P. Rothschild, to approve the minutes of November 5, 2025 Regular Meeting, as written. No discussion. Roll Call. Motion passed, 4 yes, 0 no.

VISITOR COMMENTS/PETITIONS

Daniel Frohling followed up developing a plan across housing and other priorities, using the Islesboro Looking Ahead document to create an action plan. Daniel reported that he had already been talking with people in the community to better understand people's thoughts and concerns about the interconnected issues. Based on that and the School Board meeting on October 20th, as well as looking at the comprehensive plan since 1994, he has put together a proposal for a process on how to approach a synthesis of these things. He plans to circulate it to the Select Board in advance of the next meeting. He also plans to publish it to some people in the community. He wants to get a sense whether he's on- or off-base, and also benefit from others' input.

FERRY SERVICE UPDATE

Peter Willcox reported that there's a Ferry Service Advisory Board (FSAB) tomorrow. Peter will bring thoughts on how to deal with the question of the DOT White Paper, and will report back in two weeks.

SEA LEVEL RISE UPDATE

S. Conover reported that SLR Committee had a meeting last week. GZA Engineering presented refinements to their 60% design, and there was discussion about how to

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simultaneously start planning for immediate, short-term needs to reinforce the vulnerable road areas, while planning long-term. We provided feedback to GZA, and they will get us the final 60% design and work on the scope of work to get it to a 100% design so we can start the permitting process. The next meeting will be December 11th.

MUNICIPAL BUILDING PROJECT: UP-ISLAND PUBLIC SAFETY GARAGE, & PUBLIC SAFETY RENOVATION UPDATE

Up-Island Public Safety Garage: S. Pendleton reported that the cement pad has been poured and they are now throwing the steel up. Things are proceeding well.

Public Safety Renovation: S. Pendleton reported that he will meet next week with Michael and Laura Staines Giardino. We need to determine how much is left of the original budget and how to best use the money.

UPCOMING MEETINGS AND SUBCOMMITTEE REPORTS

- Planning Board: December 1st, 5:00pm.
- Energy Committee: December 9th, 5:15pm.
- Sea Level Rise: December 11th, 4:30pm.

TOWN MANAGER REPORT

- Packet included Agenda for 11/19/25 and Minutes of 11/5/25 Select Board Regular Meeting.
- Minutes of 10/14/25 Energy Committee meeting.
- Correspondence
- Handouts:
- Manager:
 - 11/12 Jordy Watson returned to light-duty work after three months.
 - Tom Michaud put in his resignation from Public Works to take a job at the School beginning 12/15. The Public Works job position posted 11/18.
 - S. Conover asked if his resignation includes the part-time Facilities Manager position for the Health Center.
 - J. Anderson replied that she's going to keep him in the loop for quarterly things, as Jordy might not want to do some of the tasks, such as changing filters on the roof. Tom is working on a list for quarterly things to do. He's willing to do the filters.
 - S. Pendleton stated that the concept was to hire an individual who would be trained and know more about the HVAC and other systems, and document the systems. After a period, we would review to see if the position needed to go full-time. What are we doing to meet what we voted on as the job

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functions, or are we going to change that? We should address this at the next meeting.

- J. Anderson replied that she could put the ad back out, but if she can keep Tom doing some of the work, that would be her best hope.
- P. Anderson asked about offering it as a stipend as an add-on to this job. Maybe that would drum up better interest in a better qualified candidate for this position.
- S. Pendleton added that, three months ago, this was a critical need, and we're down to changing filters. We need to have some discussions between now and the next meeting to determine if there is a way to address the requirement that we thought was important. If it's not, do we need to get a service agreement with an off-island company? We need to make sure we're not dropping the ball.
- M. Burns asked if Tom is still willing to be on call for things that happen in the middle of the night, such as the generator alarm. J. Anderson stated that he probably won't. Jordy will have that app on his phone, because Tom won't be able to get away from the school in the middle of the day. Tom is going to show Jordy what he's learned so far.
- S. Conover stated she feels more strongly about a specific position. If there are key functions that were laid down in the job description that are not getting accomplished, that's what we need to know, and figure out how to address.
- P. Rothschild added that there's also the question of the items in the job description that address the facilities effectiveness being compromised in an emergency situation, and who responds. This seems to be of critical importance, not just a matter of maintenance. J. Anderson replied that she thinks it will be Jordy, and it will be his job to contact the company. Somebody will respond.

- Warrant #11

CORRESPONDENCE

None.

OLD BUSINESS

1. None.

NEW BUSINESS

1. None.

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OTHER BUSINESS

1. None.

APPROVE WARRANT: FY26 #11

MOTION BY M. Burns, seconded by P. Anderson, to approve Warrant FY26 #11. No discussion. Roll Call. Motion passed, 5 yes, 0 no. Unanimous.

APPOINTMENTS:

Shellfish Committee: Janis Petzel

MOTION BY P. Anderson, seconded by M. Burns, to appoint Janis Petzel to the Shellfish Committee. No discussion. Roll Call. Motion passed, 5 yes, 0 no. Unanimous.

CHAIR COMMENTS

S. Conover: No comments.

VICE-CHAIR COMMENTS

P. Anderson: No comments.

INDIVIDUAL SELECT BOARD MEMBER COMMENTS

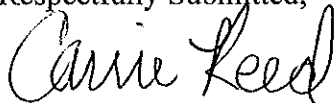
M. Burns: It was a beautiful day.

S. Pendleton: I'm here on time today!

P. Rothschild: We had a meeting with Grindle Point Parking Committee; it went well. The engineers are now communicating directly with the DOT engineers. We hope there will be no objections to the plan that we presented with the modifications that accommodate the comments we received from DOT. The next step with the Ferry Rd. parking plan is to authorize the engineers to commence a survey, estimated at \$1,200. Hopefully we will approve that at the next meeting.

Motion by M. Burns, seconded by P. Anderson, to adjourn meeting at 5:50 PM. No discussion. Motion passed, 5 yes, 0 no. Unanimous.

Respectfully Submitted,



Carrie Reed
Secretary