

Islesboro Select Board
Regular Meeting
Town Office Meeting Room & via Zoom
Wednesday, November 20, 2024 @ 5:30 PM

APPROVED

12/4/24

MINUTES

Members Present:

Chair Shey Conover, Vice Chair Lauren Bruce, Melissa Burns, Peter Anderson, and Stephen Pendleton

Others Present:

Town Manager Janet Anderson, Fred Porter, Elizabeth (Impy) Hayden, Owen Howell, Tammy Chamberlain

Others Present via Zoom:

Josh Leach, Maggy Willcox, Peter Willcox, Jennifer West, Dave (Dyer?)

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

Minutes of November 6, 2024, Regular Meeting.

MOTION BY M. Burns, seconded by L. Bruce, to approve the minutes of November 6, 2024 Regular Meeting, as amended. Discussion about amending the Grindle Point Parking discussion. Town Meeting for a policy change may not be necessary. Motion passed, 5 yes, 0 no.

VISITOR COMMENTS/PETITIONS

Impy Hayden asked about the Constant Contact requesting specific areas where trees are encroaching into roads. She is curious about how the Town handles the maintenance. Is there a procedure? J. Anderson stated that there is no strict procedure. When the crews know about a problem, they handle it. Impy suggested that while the sides of the roads are being mowed, the brush could be handled at the same time. J. Anderson stated the Town Office has received nine messages regarding problem areas. She has hired Silas Babbidge to dig out some alders.

S. Conover stated that it's great to have specific places called out to prioritize them, but also to have a maintenance program to keep the growth at bay and hold the line.

J. Anderson will also reach out to Trevor Dakers, who has good machinery for clearing brush. P. Anderson suggested Dustin Reidy, who has a licensed tree business. We could put the job out to bid. Lucas is locked in with CMP.

S. Conover stated that West Bay Rd is particularly bad. It's state maintained, but do we need to do some of that ourselves? J. Anderson stated that if she hears about any areas on

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West Bay, Mill Creek, or Ferry Rd, she will call the state. Fred Porter stated that one year of storm cleanup, we had to do those roads ourselves.

M. Burns asked at what point does it become the property owners' responsibility to make sure their property is not overgrown. S. Conover stated that it's the Town's responsibility to maintain the public right of way.

S. Conover requested updates on this issue over next couple of meetings. We need to make sure there is outreach to make sure people know there will be crews in a specific area.

P. Anderson asked about the Town's liability when vehicles are damaged. If we mow the ground, but a branch is hanging over up above because of a homeowner's tree, and someone's mirror gets broken, is the Town responsible? We all take risks with our vehicles, with potholes, gravel to the windshield, etc. and we pay for it ourselves. At some point, the Town's liability has to stop. Where do we draw that line?

FERRY SERVICE UPDATE

Peter Willcox stated there will be a meeting of the Ferry Service Advisory Board in Rockland tomorrow.

J. Anderson reported that she emailed Bill Geary asking if the State is going to stripe the roads they recently paved. He replied he is going to look into it. Could Peter also check with Bill if he has a chance?

SEA LEVEL RISE

S. Conover reported that the SLR Committee will have a pre-application meeting tomorrow with the DEP and the Army Corp of Engineers to understand the permitting requirements for the Narrows. The next regular meeting will be on December 12, 3-5, where GZA will do their final presentation of the 30% design that has been funded through the Coastal Communities Grant.

MUNICIPAL BUILDING PROJECT

L. Bruce reported that everyone is watching the progress of the new Health Center building. Completion is estimated for May. For the Up-Island Public Safety Garage, Steve is going to be helping Lauren with the tracking and keeping the process moving forward. We just had a conversation with the contractor, Rod Norburg, at Northport Builders. He is getting bids for electrical and plumbing. Hoping to start this fall/winter.

UPCOMING MEETINGS AND SUBCOMMITTEE REPORTS

- Planning Board: December 2nd, 5:00pm.
- Town Office closed for Thanksgiving November 28 & 29.
- Grindle Point Parking Committee: November 25th

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- Lighthouse Committee: November 21st
- Board of Appeals: November 21st
- M. Burns thanked S. Conover for hosting the Committee Chair meeting yesterday. That went well, and everyone learned a lot. S. Conover stated it was nice to see everybody and hear updates. As we enter budget season, we should think about the timing to bring that group together again.

TOWN MANAGER REPORT

- Packet included Agenda for 11/20/24 and Minutes of 11/6/24 Select Board Regular Meeting.
- Committee Minutes
 - 10/8/24 Energy Committee Minutes
- Correspondence
 - 11/4/24 2025 Rate announcement from Maine Municipal Employees Health Trust: 9% increase.
 - 11/7/24 Camden National Bank received our Maine Municipal Bond Bank proceeds of \$2,616,332.
 - Brian has split out \$100,000 for the Municipal Building renovation & \$432,000 for the Up-Island Public Safety Garage into their own accounts for easier tracking.
 - 11/14/24 Memo from Tina as the Freedom of Access Act Officer reminding people take Freedom of Information (Right to Know) training.
- Manager
 - Looking for an update of the 501c3 process for the Museum. Sent Kristin Collins an email about next steps and have not heard back. Will share with the Museum Committee, which should not be dissolved. Unclear how this would work for the Town. Would the Town pay the \$1500 fee for this? What if the Rec Dept decides they need one also?
 - Discussion about modeling after the Friends of the Library or the Ambulance Association. S. Conover stated they should have charter documents that defines their mission apart from the Town committee. This should also be a question for the auditors, for the fiscal aspects.
- Warrant FY25 #11

CORRESPONDENCE

Addressed in Town Manager Report.

OLD BUSINESS

1. Bid Opening for East Shore Drive-Loranus Cove Stabilization Project.
 - A. Farley & Sons: received 11/13, \$405,837.00

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B. JPA: received 11/17, \$412,280.00

- Less than \$7,000 difference between the two.
- The bid package specified that we would like construction to begin after Christmas.
- J. Anderson reached out to Maple Grove Cemetery Committee to request access. It was approved with stipulations.
- JPA provided information in addition to the quote, and listed line items to come to the quote. There is also a Certificate of Liability Insurance and proof of bonding. Farley provided just a one-sheet bid document.
- JPA lists a timeline. They can begin immediately after Christmas and complete within 2 months. Farley did not submit a timeline.
- We are not required to go with the lowest bid. We need to consider the best interests of the Town and best value.
- P. Anderson mentioned a previous concern with Farley about the timeline, and whether there should be a requirement in the contract, with possible penalties. The last time we hired them, the work went beyond the estimated timeline. Is there a way to hold them to this, with penalties if they go beyond a certain date?
- S. Pendleton stated Farley is not compliant with the bid request, because there is no timeline included.

MOTION BY S. Conover, seconded by L. Bruce, based on completeness of the application, to accept the JPA bid to construct the stabilization for Loranus Cove. Discussion: the attorney didn't recommend putting a stipulation in the contract for meeting the timeline. Motion passed, 5 yes, 0 no. Unanimous.

Tammy Chamberlain asked if JPA specifies any change orders or allowances in his line items. S. Pendleton answered that he hasn't yet. It should be in the contract. S. Pendleton suggested we could ask them to create a contract that could be modified to be a standard contract template.

Impy asked about emergency access to East Shore Drive. What is the status of access from Boardman Road? Fred Porter replied that there's an agreement that we can open that gate for emergency purposes. Impy asked if the agreement is year by year. F. Porter stated that it's reviewed annually, and he hasn't heard about any changes. Impy asked about using Cemetery Rd when East Shore Drive is closed.

Tammy stated she's new to the community. She's dismayed that residents were not informed by the Town about the road being closed in winter. It was Vinal Energy that brought it to her attention, out of concern, because they knew about her son, who has been hospitalized twice since April. To be told that we're not going to be able to get fuel in the dead of winter, and that the road will be closed, and not hear it from the Town was disappointing. J. Anderson replied that now that we have a bidder, we will work with

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him, so he can provide access to a fuel truck once a week. Tammy is concerned that there's not much communication. As a resident, she wasn't aware that this was being discussed. She was disappointed to hear that there wasn't a plan for formal notices, and the expectation was to hear about it by word-of-mouth. J. Anderson apologized and stated that once we talk with the bidder and find out what accommodations he can make, she will send out the letter from the Maple Grove Cemetery explaining it's just for people who live on East Shore Drive.

S. Pendleton stated it's good that Tammy brought this to our attention.

P. Anderson asked when the statement was made that road closure is a potentiality. He feels like this may be a misunderstanding.

Josh Leach stated that if there is access through Boardman Rd, delivery of fuel won't be a problem.

L. Bruce stated that this is upsetting. No one in this room would want Tammy to be worried like this at all. Everyone in this room will make sure that this is solved. She appreciates Josh coming on and making it clear from Vinal Energy's perspective.

M. Burns suggested an agreement with JPA to allow fuel deliveries and other essential services. We could possibly have it written in to the contract.

Tammy stated that if she needs to go somewhere for a month, she needs to plan for it. We need to make sure essential services are thought of, and then communicated.

S. Conover asked Janet if she has enough information, a list of questions and concerns, so as she gets the details together with JPA, she can send out a letter to the residents. J. Anderson stated that that's her plan. If JPA can't keep a lane open, she will get the Boardmans and MacDougall involved. We need clear communication.

F. Porter stated that CMP used Boardman Rd last year to get to East Shore Drive. JPA used Cemetery Rd when helping cut downed trees. If we're going to get a severe wind storm, the Health Center sometimes advises people to get a hotel for the night. If there's a blizzard coming, it might be worthwhile to get out of there for a while.

S. Conover thanked Tammy for bringing this to our attention. It underscores what we need to do to make the project as successful as possible, and as least impactful on daily lives as possible.

Impy asked why this is being done in winter. M. Burns answered that when we talked about it in summer, we prioritized this project in anticipation of another big winter storm eroding it further.

S. Conover added that we needed to get the engineering plan from Gartley & Dorsky before we could put the bid out for the contractor. They completed the plan October 8th.

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Fred Porter added that they like to do this kind of work in the winter because the road is frozen, and there will be less damage to the road.

Impy asked about the turnaround at top of hill, just outside MacDougall's gate. Who is responsible for maintenance? This was brought up July 3rd. It's on MacDougall's property, so the Town needs permission to do something with it. J. Anderson will ask Mr. MacDougall. It could be improved. Fred asked if the Town could look into an easement for that area.

Discussion about signage regarding the dead-end road. It's a Town road, so people should have the right to go down it and look at Charlotte's Cove. If MacDougall is not willing to have that turnaround maintained, we might need more strongly worded signs.

2. Annual Approval of Emergency Operations Plan (2024-2025)

- Fred Porter presented the updates to the current EOP: added Vinal Energy, two Fire vehicles, updates on populations of Boardman Cottage and the schools.
- More updates possible in 2025.
- Someone asked a couple years ago if this is detailed enough. We learned that a long, detailed document isn't trainable. This concise plan covers everything, and we can build on it when needed. We have lessons learned, and those will be worked into the plan.
- L. Bruce asked about electric-vehicle fires as possible emergencies, and if this would be added. F. Porter answered that this would be a regular response unless it's a hazardous materials situation, in which case we would activate the Emergency Operations Center. Battery-storage might be worth looking at.
- L. Bruce asked about the Emergency Operations Center. Who would that be? Fred answered that he is the Director, and he has other people, depending on the situation. Fred runs the EOC and Murt runs the Operations Response.

MOTION BY P. Anderson, seconded by M. Burns, to approve the 2024-2025 Emergency Operations Plan. No discussion. Motion passed, 5 yes, 0 no. Unanimous.

S. Conover stated we've heard many questions from community members. Fred stated he would like to have Emergency Management Roundtable Discussions for citizens.

NEW BUSINESS

1. Community Resilience Partnership Renewal.

- Part of this process is a self-assessment and self-evaluation.
- The Sea Level Rise & Energy Committee representatives got together to do those plans. Fred has reviewed it, and Janet has reviewed it.
- Because we enrolled in this with approval from the Select Board. We would like to re-up so we can apply for another grant.

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MOTION BY P. Anderson, seconded by M. Burns, to approve the Community Resilience Partnership Renewal. No discussion. Motion passed, 5 yes, 0 no. Unanimous.

OTHER BUSINESS

1. None.

APPROVE WARRANT: FY25 #11

MOTION BY M. Burns, seconded by L. Bruce, to approve Warrant FY25 #11. No discussion. Motion passed, 5 yes, 0 no. Unanimous.

APPOINTMENTS:

None.

CHAIR COMMENTS

S. Conover: Thank you to everyone who came and participated in discussion.

VICE-CHAIR COMMENTS

L. Bruce: Thank you to everyone who came, and to Fred for all his wonderful work.

INDIVIDUAL SELECT BOARD MEMBER COMMENTS

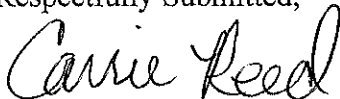
P. Anderson: No comments.

M. Burns: No comments.

S. Pendleton: No comments.

Motion by M. Burns, seconded by L. Bruce, to adjourn meeting at 7:06 PM. No discussion. Motion passed, 5 yes, 0 no. Unanimous.

Respectfully Submitted,



Carrie Reed
Secretary

