

Islesboro Select Board
Regular Meeting
Town Office Meeting Room & via Zoom
Wednesday, August 27, 2025 @ 6:00 PM

☒ APPROVED
9/10/25

MINUTES

Members Present:

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

Others Present:

Town Manager Janet Anderson, Andrew (Pete) Anderson, Peter Willcox, Michael Clayton, Owen Howell

Others Present via Zoom:

Lauren Bruce, Fred Porter, Josh Leach, Reed Silvers, Elizabeth Hayden, Bonnie Hughes

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

Minutes of August 13, 2025, Regular Meeting.

MOTION BY P. Rothschild, seconded by M. Burns, to approve the minutes of August 13, 2025 Regular Meeting, as written. No discussion. Roll Call. Motion passed, 4 yes, 0 no. S. Conover abstained.

VISITOR COMMENTS/PETITIONS

None.

PUBLIC HEARING TO DISCUSS ACCEPTANCE OF A \$30,000 PUBLIC SERVICE CDBG GRANT FOR BOARDMAN COTTAGE.

Midcoast Council of Governments (MCOG) assisting.

MOTION BY M. Burns, seconded by P. Rothschild, to enter into Public Hearing. No discussion. Roll Call. Motion passed, 5 yes, 0 no.

Reed Silvers of MCOG reported that the Beacon Project/Boardman Cottage was awarded the \$30,000 Community Development Block Grant (CDBG) that we requested for a new heating system and new appliances in the Boardman Cottage kitchen, so they can improve and expand the meal delivery program. They will be getting a refrigerator, freezer, kitchen island, and a new hybrid water heater and boiler system. Now we are doing the Phase 2 stage, which is all the forms for the Select Board to sign.

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M. Burns thanked MCOG and Reed Silvers for spearheading this. This is much needed for the Boardman Cottage, and we greatly appreciate all the work Reed put in.

S. Conover referred to the Residential Anti-displacement & Relocation Assistance Plan form and asked Reed to speak to this and how it works with a CDBG program. Reed explained that this form is saying that the project will not displace any residents in this case. For our project, it's relatively simple, but if there were a big construction project, it might apply. It's a formality.

S. Conover listed the documents the Board needs to sign: Fair Housing Resolution, Select Board Resolution, Equal Employment Opportunity Policy Statement, Residential Anti-displacement & Relocation Assistance Plan, and Standards of Conduct. Section 504, Self Evaluation and Transition Plan, is for Janet Anderson.

M. Burns asked Reed if he's doing the 504, Self Evaluation. Reed replied that he and Janet were working on that today.

P. Anderson stated that if this is boilerplate, there's no reason to expect there'd be a risk of any resident being displaced by this project, but if there becomes a risk, this form says we will do what we can to make sure we remedy the situation. We're not exposing ourselves to liability.

Exit Public Hearing at 6:07pm.

MOTION BY M. Burns, seconded by P. Rothschild, to approve the acceptance of the CDBG Grant award and sign the listed forms. No further discussion. Roll Call. Motion passed, 5 yes, 0 no. Unanimous.

FERRY SERVICE UPDATE

Peter Willcox stated he would like to get some feedback or direction from the Select Board on an alternate management system for the ferry service outside of DOT. Peter will be asked to comment on this at the Ferry Service Advisory Board (FSAB) meeting tomorrow. Other than the fact that we don't want to let go of the 50% state subsidy, Peter needs direction on how to proceed. He has heard enough feedback on resident and senior rates. John King has come up with a foolproof way of determining who's a resident. Peter understands that the Select Board doesn't wish to do it outside of the FSAB, but he'd like to push the FSAB to come up with something.

Regarding an alternate management system, the Maine DOT has said on two occasions that they want to get out of the ferry business. They're asking us to come up with a proposal on how to manage it. M. Burns asked if they've looked into privatizing it, and if they want to give us first refusal. P. Willcox stated he doesn't know enough about that. They have never mentioned privatizing it.

P. Rothschild stated that he thinks the idea that the FSAB be given additional power to influence procedures, fares, etc. is a wonderful idea. Any public benefit corporation,

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privatizing, or other organization is a way in which the State is trying to get out of its responsibility to pay for and maintain a public road, which is what the ferry service is. They created this 65 years ago. It's fundamental to the economy, continuance, and sustainability of Islesboro and the other islands. We have to be attentive to any suggestion that the current commitment on the part of the State is in any way going to be modified. It's unacceptable to think about any other management approach that would alleviate the burden of the State to support this connection.

S. Pendleton agreed with what was said and suggested pushing back against any idea that we're going to make a change to the responsibility the State has. We should assign someone to speak to our lobbyist to see if this issue has traction. Unless we can plan appropriately to make sure we have a better approach, any time there's a change, the unintended consequences end up hitting us.

S. Conover stated that there was a legislative bill to provide more oversight to the FSAB, which was vetoed. There was discussion that the right place to present the White Paper was the FSAB, and not the Transportation Committee. It seems they are trying to do that now. She agrees that changing the management structure is likely to be a losing proposition for the communities in the long term. It's fair for the FSAB to say that they don't support this concept on its face. There is a tremendous amount of information and questions, and a huge process for even evaluating it. They need to lay out that process before entertaining the idea.

Carrie Reed asked if anyone on the FSAB has looked into how Casco Bay Lines operates. They have a hybrid State/Island organization that seems to work well for the residents. They have senior rates, and passes that islanders can use to save on fares. Has anyone looked into that model? Peter Willcox replied that he looked into it to the extent that he believes they share a rate system which is 45% from the State, 45% from ticket sales, and 10% from each island, towards its fares operation.

S. Conover stated that the White Paper that Bruce Van Note presented proposed the creation of an Island Transit District similar to Casco Bay Lines to run the ferry system. It changes the decision-making process and the funding process. She thinks it needs to be a carefully and thoughtfully facilitated process. She's not convinced that the DOT is the organization to do that. She'd like to see how they'd lay out evaluating the process before they ask communities what they think about changing the system.

P. Anderson stated, unless we know what they're even thinking about proposing, how can we formulate any opinion or offer Peter any guidance. P. Rothschild recommended reading the White Paper. It was couched and inspired by the statement that costs have increased, and they can't afford even the 50% that they've agreed to pay. It was not about how to empower us in the decision-making process. P. Anderson stated that, regardless of their motivation, we don't know their alternative suggestion.

S. Conover will reach out to Genevieve McDonald to see if she has any insight into any ongoing conversations at DOT about this proposal. Additionally, a Governor's race is starting. Depending on who ends up in that office, we could have a very different

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outlook on the ferry service. There are a lot of candidates, and at least one of them has a tremendous understanding of the importance of the Maine State Ferry Service. We may not want to fast-track this discussion while we're in the middle of a governor's race.

P. Rothschild asked what can be done about the overcrowding issue. P. Willcox replied that he's spoken with a senior member of the Town. He said they've agreed to close their eyes to the problem. To enforce that with the MCS, we'd lose about 20% of the car places. This issue needs to be solved with the new ferry, which we may not have for five years. Peter has made the new director of the MSFS aware of this problem, quietly. He didn't bring it up in a meeting. If someone gets killed, someone's going to jail.

Mike Clayton suggested looking at the Highline and the Massachusetts Steamship Authority. They have a huge infrastructure. Peter stated he's talked with Mark Higgins, our former MSFS director. He went to work down there, but he's trying to come back here. Seattle has a big service. Alaska has a big service that's totally in shambles, because they haven't funded it, and they've cut off service to some towns.

S. Conover stated that the Island Institute commissioned a study to survey other ferry operating services. The MSFS participated in that study. Presumably they have that report. S. Conover will find out who at the Island Institute would have a copy to send to Peter Willcox.

SEA LEVEL RISE UPDATE

S. Conover reported that the next SLR Committee meeting will be on September 11th. GZA Engineering will be presenting the draft 60% design for the Narrows.

UP-ISLAND PUBLIC SAFETY GARAGE & PUBLIC SAFETY RENOVATION UPDATE

S. Pendleton reported that we've received a contract for the Up-Island Public Safety Garage. Attorney Kristin Collins is reviewing it. We've worked out the invoicing approach. We could have a contract ready to sign at next Select Board meeting.

The Public Safety Renovation is moving along. J. Anderson reported that the painters finished today. Ron Gallant is working on closing up the window that was removed, and has opened up the doorway to the closet. She put in a call to Cayouette to book a time for installation of carpet squares. There will be a couple of blue accent walls that will be painted when Ron is done. Someone is coming to exchange outlet covers to white. After we get the bills for all this work, we'll see how much money is left for the next phase.

Fred Porter thanked Janet Anderson for getting this going. He appreciates all the work.

UPCOMING MEETINGS AND SUBCOMMITTEE REPORTS

- Planning Board: September 8th, 5:00pm.
- Energy Committee: September 9th, 5:15pm.

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- Housing Committee: September 11th, 5:30pm.

TOWN MANAGER REPORT

- Packet included Agenda for 8/27/25 and Minutes of 8/13/25 Select Board Regular Meeting.
- Public Hearing – CDBG Grant, Reed Silvers of MCOG
- Minutes of 7/8/25 Energy Committee meeting.
- Minutes of 7/23/25 Municipal Building Committee Project
- Correspondence
 - 8/15 Maine Municipal Association Press Release – the Town received a \$2,578 dividend check due to its good performance & loss prevention efforts.
 - 8/15 Received \$513,194.46 check from FEMA for 1/10/24 storm damages.
 - S. Conover thanked Janet, Fred, and Carrie for the effort.
 - 8/15 Received DEP Maine Pollutant Discharge Elimination System Permit and Wastewater Discharge License Renewal for DHWWTF, expires 8/14/2030
 - They are changing some of their monitoring.
 - S. Conover asked about the date of December 2020 on the application. J. Anderson explained that the old permit just expired. They're good for five years.
 - There are a couple of additions. S. Conover asked if we've had an issue with exceeding the maximums. J. Anderson explained that there hasn't been an issue. They just want to monitor year-round now instead of only during the busy part of the year.
- Old Business
 - None
- New Business
 - Facilities Manager for new Health Center.
 - Bid opening for Winter Sand.
- Handouts
- Manager
 - Airport runway crack sealing complete.
 - Renovation: painting complete, booking Cayouette for carpet squares, Ron Gallant has opened the doorway and closed off the sliding glass window.
 - Murt Durkee will do fire hose testing at the airport on the tarmac, not on the runway. Testing happens every five years.
 - S. Pendleton asked about roadside cutting. J. Anderson replied that Dustin Reidy will be doing West Shore Drive after Labor Day.
 - S. Pendleton suggested doing it sooner.
 - P. Anderson stated he's more concerned about worker safety.

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- M. Burns added that people get upset about having to slow down and wait for bicyclists. Shutting down the road to make it safe for the crews would incite a small riot. Waiting is a good decision.
- P. Rothschild stated that there are islanders who have electric bikes. Acting as if we're not going to accommodate bikes is short-sighted. He would like to see a study for how to create dedicated bike lanes. We should be realistic about a future with more bicycles.
 - Discussion about narrow roads. S. Conover stated that this reinforces the need to do roadside cutting, so there is more room for folks to move around the island safely.
- Warrant #5

CORRESPONDENCE

Covered in Town Manager's report.

OLD BUSINESS

1. None

NEW BUSINESS

1. Open and Review Bids for Winter Sand.
 - We received one bid from JPA, for \$26 per cubic yard, for 1,000 yards of gravel, picked up and delivered.
 - S. Conover asked how that compares to what we paid last year. J. Anderson replied that last year we paid \$28,350 to JPA. His price is down this year.

MOTION BY M. Burns, seconded by P. Rothschild, to accept the bid from JPA, Inc. No further discussion. Roll Call. Motion passed, 5 yes, 0 no. Unanimous.

2. Review Position/Job Description for Health Center Facilities Manager.
 - Lauren Bruce explained that there are still some items on the punch list, things that need to be completed by Ledgewood before we can sign off and they can get their final check. Pete Anderson is working with Pete McPherson, and getting those things sorted. The punch list should be completed in 2-3 weeks. At that point, everything will be turned over to the Town.
 - There will be some ongoing things that need to be dealt with, such as sprinkler systems, generator, ventilation, security systems, and training the staff to handle some of the issues that come up. Someone needs to be able to do most of the work and/or supervise professionals.
 - We're trying to be proactive while transitioning out of having the contractors, and make sure systems are in place for addressing new issues or ongoing

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issues that are part of new buildings. We don't know how long this support will be needed. The Town may want to have a temporary position in place.

- Pete Anderson has been the Owner Representative for the Town during the building process. That's an unpaid position. He's been doing it for a long time, and it's requiring a lot of his time.
- S. Pendleton stated that Pete has been going beyond what should be expected. This project needs to be brought to a conclusion, and we need someone who can focus on it. It's only fair to have that position funded. He suggested that we approve retaining someone for a period not to exceed x, and then we can review it again if it goes beyond that.
- Mike Clayton asked if LedgeWood isn't responsible for finishing the project. Pete Anderson replied that they are responsible, and will finish the punch list in 2-3 weeks. After that, there are things that need to be monitored on a weekly or monthly basis, and that's what we're talking about.
- S. Pendleton stated that people have been volunteering to close this thing out. It's appropriate to fund this for a few months.
- M. Burns asked what budget line they are proposing this money comes from. Or is it part of the bond money? We didn't plan this as part of our budget.
- L. Burns stated she recalls that there is some money in the Town budget that could be used. There's also some money specifically under the Health Center.
- J. Anderson stated that there's \$10,000 budgeted under Public Works, maintenance. It's a new line from a new Health Center for whatever may come up. Things should be under warranty for a year, but we weren't thinking of a facility person at the time. It's beyond the Public Works crew. They can learn some things, and assist in the future.
- Lauren added that there are some sophisticated things in this building that require someone be educated on. There are transition elements that we don't want to mess around with. There are some training issues. Even if we only funded it for a period of 3 or 4 months, that would give us some assurance that we have a smooth transition. There are some items that are no longer the responsibility of the contractor or LedgeWood, but of the Town. Getting the appropriate person who knows the systems, the people, and the companies involved is important.
- M. Burns asked Lauren if she has someone in mind. Lauren stated that she does, but she's also heard about other people who may be interested. There's more than one applicant out there. Pete Anderson would be a good candidate. We need to have an open application process, and it ought to be run by someone neutral in the office.
- P. Anderson stated that the school is still experiencing faulty issues, ten years after LedgeWood built it. He's hard-pressed to believe this would only be a two-month position. It would be good to figure out a way to create a position for a facilities manager that covers multiple municipal buildings. Has there been a discussion for this?

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- Discussion about a person who would do some of the work directly or hire the appropriate professionals. We don't want to void any warranties.
- S. Conover stated that this speaks to why having a facilities manager is helpful, so that we have the training to not void warranties as the systems are brought online. She likes the idea of having a facilities manager. We now have more buildings, and we're building another. However, we didn't build that position into this year's budget. S. Conover would support starting this position with the Health Center, specifically recognizing that we don't want to void warranties, and with the intention that we evaluate it and expand to a broader position when we know we can budget the funds for it.
- P. Rothschild stated he thinks the position will expand. It seems important to support this on a short-term basis, and in the future, if we all agree we need a facilities manager, that can be part of next year's budget.
- S. Conover asked J. Anderson what is the amount she feels this will take on a part-time basis, or a short-term basis. What can we afford to allocate? Do we think it's going to take \$10,000, or can we say \$5,000? J. Anderson sees it as a part-time position, a few hours a week, but it depends on what comes up.
- Owen Howell spoke to the way it happens now. Something happens with the generator, and it goes on. The alarm goes on. Owen goes in there and turns the alarm off. Everything seems to work fine, but maybe it doesn't. We call Pete and he comes down and solves the problem or looks into it and gets someone out here. These problems will calm down, but that's the way it's working now. He's the go-to guy. He talks with Pete McPherson or the plumbers or the contractors. We're just learning how these systems work, and making sure that Ledgewood does all the things on the punch list. We need someone who can show up and knows how things work.
- S. Pendleton stated that we need to fund someone to get these systems settled in, for \$5,000, or a three-month period, and then evaluate. This is a prudent way to have someone accountable to get these things through the final steps. He proposes we do three months, no higher than \$5,000, or \$1,000/month, or \$150/hour, or whatever works best.
- S. Conover stated that it's not our place to negotiate hourly rate, but it would be our position whether or not we authorize the hiring of the position and how much money to allocate at this point.
- M. Burns asked if Pete Anderson applies for the position and accepts it, are we're going to ask him as an interim facilities manager to learn all of the systems and be responsible until the money runs out, and hopefully he has trained everyone in the new building? It seems we're bringing in a middle man. J. Anderson replied that this applies to some of the things.
- M. Burns asked who will be responsible after that period. No one answered.
- M. Burns asked who is responsible if something happens to the generator in the Town Office building. J. Anderson answered that Fred or Murt will

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usually call someone, but we also have Milton Cat. We have an agreement with a generator company. They come out twice a year.

- M. Burns asked about who's responsible if there's a backed-up toilet, and stated that there seems to be a glaring hole. If the interim facilities manager is going to train the Health Center staff, after three months, Owen is the one we have to call. This is a short-sighted solution for a bigger problem we have.
- Owen stated that he thinks we're close to having this building where we want it. There are some small issues, and we still need an owner representative to get us through. He stated he's just thinking short-term to get us over the new building growing pains. It's great to think about long-term, but not at the expense of what's going on now.
- M. Burns asked about conflict of interest if Pete Anderson applies, as he would be reporting directly to his wife. J. Anderson stated that she doesn't see him as reporting to her, unless there's something big that needs to be purchased.
- S. Conover stated that this is a question we can address proactively during the hiring process.
- P. Anderson stated he'd like more information about how we'll fund this position.
- S. Pendleton stated it's a few thousand dollars for a few months. Let's just get someone assigned to it.

MOTION BY P. Anderson, seconded by M. Burns, to table for more information, the funding schedule, where the money will come from, and what the transition out of this phase will be. Discussion as below. Roll Call. Motion failed, 2 yes (P. Anderson, M. Burns), 3 no (P. Rothschild, S. Pendleton, S. Conover).

- P. Rothschild stated he agrees with S. Pendleton that there's an immediate need.
- Mike Clayton stated that the contractor is the one who is still responsible.
- S. Conover stated that we are at a transition point where it is no longer reasonable to ask someone to volunteer to do the work that is ongoing. We have a little money in the budget to address this problem. There are questions. We don't know how long it needs to last, and how much it's going to cost, but putting some money aside for this purpose feels like the right thing to do. We'd ask for a report back so that we can learn from it, and what additional resources we may need to put forward in the future. It doesn't feel right to ask someone to continue doing this for free, or to ask other people to take on that work in their own full-time jobs when we have some money set aside in the Town budget.
- J. Anderson asked if someone is going to write a job description, or is the draft from Lauren a job description?

MOTION BY S. Conover, seconded by P. Rothschild, to allocate \$5,000 to address this need, to be spent at any point through this fiscal year, and that we get a report back on how it's going, how the money is being spent, and what the ongoing need is on a quarterly basis for this fiscal year, to help us understand the need in the long term. No further discussion.

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Roll Call. Motion passed, 3 yes (P. Rothschild, S. Pendleton, S. Conover), 2 no (P. Anderson, M. Burns).

- The job description needs to be revamped.
- S. Conover stated she is happy to have a conversation with Kristin Collins. We need to lay out a process, recognizing that there may be some potential conflict of interest with applicants.
- Discussion about possible hours, and who the person would report to.
- S. Conover suggested the Board could outline a hiring process and revise a job description that we bring forward in two weeks before it's posted.
- Lauren stated that she feels that someone else can do a better job with the job description. Mark Ouellette said that there are a lot of similar positions out there. It may not need to fall on the Select Board to write. Someone else could do it and bring it back to the Board.
- S. Conover stated that we need to have a point person to move this forward. She suggested Lauren or Steve, as they are members of the MBP Committee. Lauren stated that she would be happy to work with Mark and get a good job description.
- S. Conover asked if the committee is comfortable waiting two weeks for the Select Board to discuss the job description and hiring process before posting. L. Bruce answered that that's not a problem.
- M. Burns suggested that Pete McPherson, as the site supervisor, should be the person who trains the person who is hired.
- S. Conover stated that, although this was a divided vote, she hopes this addresses the concerns of the committee in moving forward to address the problem, and also addresses concerns about needing more information and making sure we're defining a good process.

OTHER BUSINESS

1. Parking at Ferry Road.
 - P. Rothschild presented an engineering survey with a plan for 23 spaces.
 - We have agreement from Fred Porter that he can administer this.
 - We could generate a minimum of \$15-20K in revenue.
 - Taylor Watts raised a new suggestion. He may be interested in entering into a long-term lease for his property, which might be financed by the revenue from the parking spaces.
 - P. Rothschild stated he reviewed the parking regulations in the Town administered lot. He feels it's irrational. The spaces that can be used for overnight parking are only available for one night, while the spaces along Ferry Road are used for months.
 - P. Rothschild thinks there's a lack of common understanding that this parking is fundamental to the economy of the island. We need to work this out.

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- There's the possibility of removing some of the rocks that were installed on the north side of the road and having 45- or 60-degree parking, which would virtually double the number of spaces.
- P. Rothschild asked the Board if it's up to him make a proposal. He doesn't feel he has enough information.
- David Pendleton, the chair of the Grindle Point Parking Committee, has other concerns and was not focused on this.
- P. Rothschild expressed to Taylor Watts that we would do whatever is needed to ameliorate the impact on his property, with landscaping, barriers, etc.
- P. Rothschild is waiting to ask the Town's attorney to draft an ordinance.
- M. Burns asked if we have an idea of how much the guardrails would cost. P. Rothschild replied that paving and barriers would probably be less than \$10,000.
- How do we want to proceed? The lease idea sounds good, but it's complicated.
- M. Burns stated that, before putting money into guardrails, she would like to consider that potential new owners of the property might want to change where the driveway is, and then we'd have to alter the guardrails. J. Anderson stated that it could be a stone barrier, which would be easier to alter if needed.
- P. Rothschild stated a guardrail could be wood. The advantage to a guardrail is people can't park perpendicular anymore and encroach on private property. He stated he would feel more comfortable investing a relatively small amount of money and making sure that the parking is contained within the State right-of-way, and nobody can change that without a chainsaw.
- S. Conover asked if it makes sense to put some questions in an email for the Board to consider, to be ready to discuss at our next meeting.
- P. Rothschild will participate remotely at the next meeting. He would like to get Fred Porter's input on the ideal administration of this plan, get more info on the cost, and give this drawing to the attorney and have her draft an ordinance.
- S. Conover stated that the first step is drafting ordinance language for us to review. We'll need to have one or two public hearings.
- Discussion about moving the stones on the other side of the road, as long as parking doesn't go back on that side, as it affects the sight line for that property. P. Rothschild stated we're talking about moving the center line of the road so that we can create angled parking.
- Discussion about possibilities for the parking along the existing guardrail, and changing the regulations for the existing parking areas.
- S. Conover stated that this feels like more of a workshop. J. Anderson stated the Parking Committee should be involved.
- S. Conover stated that having something for people to respond to is more helpful than having open-ended questions. We need to have something drafted in order to have a thoughtful discussion.

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APPROVE WARRANT: FY26 #5

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

APPOINTMENTS:

Islesboro Economic Sustainability Corporation: Roger Heinen

MOTION BY P. Rothschild, seconded by M. Burns, to appoint Roger Heinen to the Islesboro Economic Sustainability Corporation. Discussion: a member doesn't have to be a resident. Roll Call. Motion passed, 5 yes, 0 no. Unanimous.

CHAIR COMMENTS

S. Conover: No comments.

VICE-CHAIR COMMENTS

P. Anderson: Always good to see democracy in action.

INDIVIDUAL SELECT BOARD MEMBER COMMENTS

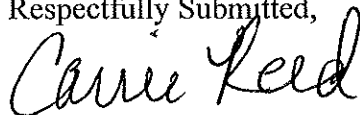
M. Burns: School busses will be out in force tomorrow. Plan your commute accordingly.

S. Pendleton: Good night.

P. Rothschild: No comments.

Motion by M. Burns, seconded by P. Rothschild, to adjourn meeting at 7:53 PM. No discussion. Motion passed, 5 yes, 0 no. Unanimous.

Respectfully Submitted,



Carrie Reed
Secretary