

Islesboro Select Board
Regular Meeting
Town Office Meeting Room & via Zoom
Wednesday, September 10, 2025 @ 6:00 PM

☒ APPROVED
9/24/25

MINUTES

Members Present:

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

Others Present:

Town Manager Janet Anderson, Andrew (Pete) Anderson, Lauren Bruce, Murt Durkee,
John Rex-Waller, Peter Willcox

Others Present via Zoom:

Fred Porter, Josh Leach, Elizabeth Hayden, Jennifer West, Amy Mulnix, Laura Staines
Giardino

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

Minutes of August 27, 2025, Regular Meeting.

**MOTION BY P. Anderson, seconded by M. Rothschild, to approve the minutes of August
27, 2025 Regular Meeting, as written. No discussion. Roll Call. Motion passed, 5 yes, 0 no.
Unanimous.**

VISITOR COMMENTS/PETITIONS

None.

FERRY SERVICE UPDATE

Peter Willcox stated that there is an on-demand formal public meeting to discuss the
construction of a parking lot for the Lincolnville Ferry Terminal, at the former
McLaughlin property. If anyone has any questions or comments, he will take them to the
state. He's heard one question so far about whether the gates are necessary. The
proposal also shows a border of green space between the ocean and the parking lot, and a
sidewalk along McKay Road.

John Rex-Waller asked if the lot will require a separate payment. Peter will ask.

SEA LEVEL RISE UPDATE

S. Conover reported that the next SLR Committee meeting will be tomorrow, September
11th. GZA Engineering will be presenting the draft 60% proposal for the Narrows,
looking at raising the road and improving the revetments.

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UP-ISLAND PUBLIC SAFETY GARAGE UPDATE

S. Pendleton reported that the contractor has the contract for the Up-Island Public Safety Garage. J. Anderson stated that the contractor, Rod, has signed it and sent it back.

Murt Durkee asked about the price on the contract and the proposed timeline. S. Pendleton stated it is \$414,850. J. Anderson added that Rod plans to start within 30 days.

Murt asked about a project overseer. S. Pendleton replied that he is the overseer of the project, but it would be appropriate to review that. We have a list of requests and changes, which we need to evaluate and prioritize. L. Bruce added that Pete Anderson is still the Owner Representative for the Town. He will take care of construction oversight.

Murt asked about temporary power for the project. Pete answered that it's in process.

J. Anderson stated that she spoke with Rod today. He's been putting out calls to subcontractors. He said he had been wondering what was going on with the project. She told him that we were just waiting for the lawyer to update the contract. The deposit will get the concrete and the groundwork going. He thought he could start soon.

S. Pendleton stated that, for the record, we've been in bi-weekly contact with Rod, whether the architect or a member of the Municipal Building Project Committee (MBPC). About a week and a half ago, we told him that the contract was at the attorney's office. He shouldn't have been wondering what's going on.

Murt reported that J.T. submitted an estimate for installing the 1500-gallon water tank.

PUBLIC SAFETY RENOVATION UPDATE

S. Pendleton stated that he did a walk-through today. The glass has been removed from the evidence room, and a wall has been put in place. The offices have been painted nicely. J. Anderson reported that Cayouette will install the carpeting within ten days. Electrical is coming to add an outlet and fix the switch in the new storage room.

UPCOMING MEETINGS AND SUBCOMMITTEE REPORTS

- Planning Board: September 22nd, 5:00pm.

TOWN MANAGER REPORT

- Packet included Agenda for 9/10/25 and Minutes of 8/27/25 Select Board Regular Meeting.
- Minutes of 7/31/25 Lighthouse Committee meeting.
- Correspondence
 - 8/31 Bar Harbor Capital Reserve sub-accounting.

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- 9/9 email from Patricia Lech, University of Maine, re: Community Education Focus Group—looking for recommendations of individuals to participate in a study that Maine Education Policy Research Institute of USM is doing for the Maine Legislature’s Education & Cultural Affairs Committee.
 - Forwarded to the school as well.
 - We could blast this out to the public.
 - S. Conover stated it would be great to have some participation. School enrollment is down, which is a critical issue. It would be important to engage.
 - John Rex-Waller asked Janet to forward the email to him. ICC is part of the educational infrastructure of the community, and might want to be involved. He will ask the Board next week.
- Old Business
 - Discuss Health Center Facilities Manager Job Description
- New Business
 - Open Bid for Billy Shore shoreline stabilization project.
- Other Business
 - Discussion on Zoom procedures
- Handouts
- Manager
 - Fall Committee Chair Meeting.
 - AI Policy—is this something we want to pursue?
 - M. Burns feels that this is a human resources issue and doesn’t pertain to the Select Board, but we could hold on to that guide.
 - S. Pendleton feels that having more information would be good. He’s willing to sit in on a discussion.
 - J. Anderson stated she could send a question to the list serve of town managers to see if anyone has a basic policy.
 - Fred Porter stated he uses AI quite a bit in law enforcement, and will probably be adopting a policy. He asked if he should hold off on that until the Board has further discussions.
 - S. Conover suggested that Fred talk directly with Janet about it. The way he uses AI could inform what we do. We don’t want to create a policy that hinders accomplishing work.
- Warrant #6

CORRESPONDENCE

Covered in Town Manager’s report.

OLD BUSINESS

1. Health Center Facilities Manager Job Description

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- S. Pendleton stated that the Board approved an expenditure up to \$5,000 to have a facilities manager be responsible for the new Health Center. The MBPC put together a job description for a temporary, three-month position.
- S. Conover stated she had a conversation with Kristin Collins, our Town attorney, in case we have an applicant with ties to our Town Manager. The job description draft lays out having a hiring committee, which would review the applicants and make a recommendation. Kristin says there is nothing that would prevent Janet from overseeing the position, regardless of which candidate was selected. She suggested having a Select Board member oversee the process.
- S. Pendleton added that Lauren Bruce has asked Bill Boardman and Steve Pendleton to be on the hiring subcommittee. Bill is on the MBPC, and Steve is on the Select Board and the MBPC.
- John Rex-Waller asked why it's a temporary position. S. Conover replied that there was a lot of discussion about this at the last meeting. We didn't build this position into this year's budget. We also discussed looking more broadly at other municipal buildings. One of the major reasons for wanting to hire someone now is because of specific issues related to the new building as we bring it online, and making sure we don't void the warranties. Creating a temporary position could help us learn more about what is really needed as we're looking to build next year's budget.
- S. Conover added that she is not opposed to keeping it as a three-month position and revisiting it in three months. There is a major deadline with the Health Center building in that our warranty work is over in June of 2026, which coincides with the end of the fiscal year. The proposal is to have a report to the Select Board about how things are going, and we can make a decision from there.
- P. Rothschild stated that with a new facility there's a likelihood that more issues will come up. He feels that the three-month idea is appropriate. He also supports the idea to evaluate what the operations and facility management challenges will be in the future.
- P. Anderson stated that it sounds like we're planning that this will become a year-round position. He reiterated that we obviously need a facilities manager. He doesn't understand why we're not talking about this as a position for all the Town buildings.
- S. Conover stated she is thinking of this as a part-time, temporary position at this point. We are learning from this. If we want to structure something that is broader across all facilities, we would create a completely different job description and hiring process.
- M. Burns added that she wants to make sure that this temporary position ends. Once the warranties are over, she wants to make sure there is a designated person who responds to all the buildings, created with the next budget.

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- S. Conover stated that we could state that this temporary position could be extended through the end of June 2026. Right now, the three-month report will come in January, when we start to think about next year's budget.
- S. Pendleton added that the job description clearly states that it's a three-month position. We'll have to address this and vote on it. The job description states that the individual is documenting the issues and what they are learning, essentially building a manual of the systems. We can control whether the position goes past three months, as we will discuss it and vote on it. We can have someone take care of the immediate need while we're discussing what we want for long term.
- P. Rothschild stated that signing a temporary contract doesn't exclude a long-term solution. It supports a more intelligent view of the future.
- Amy Mulnix stated that it's been her experience that a temporary position almost always turns into a permanent position, especially if the person in the temporary position has a large role in defining what that position is going to be. She suggested thinking about what kinds of criteria to establish and the things to look at in making a decision about whether that person should continue.

MOTION BY P. Rothschild, seconded by S. Pendleton, to approve the posting of the Health Center Facilities Manager three-month job position. No further discussion. Roll Call. Motion passed, 5 yes, 0 no. Unanimous.

NEW BUSINESS

1. Open Bids for Lower Billy Shore Drive Stabilization & Road Raising Project.
 - We received on 9/8 one bid from JPA, for \$343,486.40, with a proposed start date of 9/15/25. Included is an itemized estimate, including services, site prep, and road repair, as well as a certificate of liability insurance.
 - J. Anderson stated she had budgeted \$150,000 for this project, based on an estimate given by someone months ago, before there was an engineering plan. The plan now involves raising the road by one foot. This person wasn't aware of that detail, and did not bid on the project.
 - S. Conover asked if the remainder would come from Undesignated Funds and potentially from part of the \$514,000 that we received from FEMA. J. Anderson confirmed this.
 - J. Anderson stated that she spoke with a couple other contractors who just don't have the time for this project and didn't want to bid on it.
 - S. Conover asked J. Anderson if she feels we have the resources to cover this expense. J. Anderson replied yes.
 - S. Pendleton asked if we have to do this project. J. Anderson replied yes. There could be another storm that washes out the road completely.
 - S. Pendleton stated he'd like to go see the area before voting on it.

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- M. Burns asked if the Town owns the shore there. J. Anderson replied yes. It's a small spot. Brigham owns the land on each side. It's mud flats there.
- S. Conover asked if this area was included in the FEMA reimbursement. J. Anderson replied that it wasn't. S. Conover asked if there's a possibility of adding it as a future item for reimbursement. M. Burns stated that the FEMA event is closed. J. Anderson stated that it's possible if there is another disaster. We will keep all documentation.
- P. Anderson asked how much we spent on Loranus and Charlotte's Coves to be repaired. J. Anderson answered that we spent about \$1M for them together. We got \$514,000 from FEMA based on those two.
- P. Anderson stated that if it's our responsibility to maintain this section of the road, we should do what we can. However, we should have a conversation in the future about the true cost-benefit analysis of spending all of this money on roads that are travelled by so few people. It seems like roads that are travelled by everyone in town are barely hanging on. We should keep up with our responsibilities, but it may not be sustainable to continue paying so much money on storms that are not just "once in a century."

MOTION BY P. Anderson, seconded by M. Burns, to accept the bid from JPA, Inc. Discussion as below. Roll Call. Motion passed, 4 yes, 1 no (S. Pendleton).

- M. Burns asked if there's a way to have this stabilized without raising the road, and plan to have the road raised later.
- S. Conover stated that, based on discussions at the SLR Committee meetings, separating it requires a new set of engineering drawings, because the revetment is engineered with the road.
- J. Anderson stated she could check with Tom Fowler, but then it would be a whole new bid process.
- P. Rothschild stated that we need a strategic plan to accommodate sea level rise on the island as a whole. The SLR Committee is focused on the Narrows. He asked if we know which roads are vulnerable. Investing a huge amount of money in roads that are only servicing a few people may come into conflict with our ability to improve roads that everybody uses. We need a comprehensive plan.
- S. Conover stated that the SLR Committee's purview is longer-term planning, to help support what Janet does as Road Commissioner, without micromanaging that work. If the plan is going with a four-foot rise in road, there's some consistency there in the work and recommendations of the SLR Committee. Also, Fred had successfully received a grant to work with Alcina for the Hazard Mitigation Plan, which is currently being drafted. Shri Verrill, our consultant with the SLR Committee, was here last week looking at the vulnerable low areas on the island so that they can be included in the Hazard Mitigation Plan. This allows us to potentially use that for future funding.
- Fred Porter stated he put a good list together with coordinates of about 12-15 vulnerable areas that he's been collecting since the Patriot's Day Storm in 2007.

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- Murt Durkee gave a short history of Billy Shore Drive. The whole road was under water and the cottages were flooded during the big storm. Quite a few years ago, the Town did some minor repair in the area on Billy Shore Drive that this bid is including. A storm pushed the stones, and the edge of the dirt was cut off, and the waterline drain could clearly be seen. This waterline is piped all the way up the hill and down to Fire Island under the middle of the road. The big granite boulders were put in circa 1960, but there are a lot of cracks and crevices, and the water goes through and washes the dirt out. Something more engineered needs to be done. Murt added that emergency vehicles need to be able to get to every resident on Islesboro. It's the responsibility of the Town to have access to and from any situation. It's more than just a few people. The Select Board needs to keep some money in the budget to address whatever is next on the list of vulnerable areas.
- S. Conover suggested that when we have a draft of the Hazard Mitigation Plan, and during the budget development process, we can have a discussion that reflects these comments.

OTHER BUSINESS

1. Requested Discussion on Zoom Procedures.
 - S. Pendleton had emailed J. Anderson asking about access to the Town's Zoom account. Currently, we ask Carrie or Tina to schedule Zoom meetings. Does it make sense to have broader access?
 - S. Pendleton stated that we have a communication tool that's locked in a drawer. He explained that he recently tried to have a meeting on Google Teams, but some participants couldn't get in. It seems representatives of the Town should have access to the tool. We could use some kind of calendar to see what's already been scheduled. Five more people shouldn't create much of a conflict. He would like meetings to go smoothly. His request is for a few Select Board members to have access to the password.
 - S. Conover stated she agrees with Tina's concern. We need to be careful about making sure that if there's a quorum for any meeting, it needs to be publicly advertised. If we make it easy to schedule ad hoc meetings the next day, it increases the potential for running afoul of Freedom of Information in a way that could cause bigger problems in the future.
 - M. Burns stated that having more people with licenses complicates record keeping, and there's a potential for unintentional quorums and illegal meetings. If you have a committee meeting, it's supposed to be public and advertised with reasonable notice.
 - Lauren Bruce stated that if there is a MBP Committee meeting, that is announced well in advance, and we do have it on Zoom.
 - P. Anderson asked if it would work to have the secretaries of each committee have some kind of limited access or the ability to request a meeting be set up.
 - J. Anderson stated that this is the way it is now, with contacting Tina or Carrie.

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- Carrie Reed stated that she's happy to set up Zoom on short notice.
- M. Burns stated she understands not wanting to give out the master password to one account, as that could potentially cause problems. If others want to spend the money to get an extra licensed user account that could be shared, that would be feasible, but she wouldn't want to spend \$160 per person.

APPROVE WARRANT: FY26 #6

MOTION BY M. Burns, seconded by P. Anderson, to approve Warrant FY26 #6. No discussion. Roll Call. Motion passed, 5 yes, 0 no. Unanimous.

APPOINTMENTS:

Planning Board Alternate: Scott de Grasse

Islesboro Municipal Broadband Committee: Bruce Walker, Patrick Nettles

MOTION BY M. Burns, seconded by S. Pendleton, to approve the slate of appointments. 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

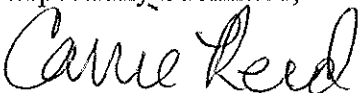
M. Burns: No comments.

S. Pendleton: No comments.

P. Rothschild: Good night and good luck.

Motion by M. Burns, seconded by P. Rothschild, to adjourn meeting at 7:10 PM. No discussion. Motion passed, 5 yes, 0 no. Unanimous.

Respectfully Submitted,



Carrie Reed
Secretary