

Islesboro Economic Sustainability Corporation – Board Meeting

Thursday August 4th, 2022 at 10:30AM - Town Office and via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/84363022346?pwd=dnZLU2dFMFBtZ1pCS3hIOGgzT2doQT09>

Meeting ID: 843 6302 2346

Passcode: 364865

Dial by your location

- +1 646 931 3860 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 386 347 5053 US
- +1 564 217 2000 US

Agenda (Board Book Materials Will be Posted on www.sustain04848.com prior to Meeting)

- All Participants on Call to Mute Their Lines
- Call to Order, Establish Quorum & Determine that everyone can hear and be heard.
- Opening Comments – Roger Heinen
- Approve Minutes of July 18th, 2022 - *attached*
- Recurring Reports & Topics – none as less than one month since last meeting
- Business:
 - 111-113-115 Main Property Discussion – Tom Tutor to Lead
 - Update on House and Market Building Maintenance Work
 - Discuss Right of Way for Boardman Rd
 - Location, Obligations and Parking Options for Market
 - Action: *Determine Who/What/When re Further Activity*
- Other Business?
- Wrap Up Comments
- Adjourn

**Islesboro Economic Sustainability Corporation
July 18th, 2022 Board & Annual Meeting Minutes**

Agenda (Board Book Materials Will be Posted on www.sustain04848.com prior to Meeting)

- All Participants on Call to Mute Their Lines
- Call to Order, Establish Quorum & Determine that everyone can hear and be heard.
 - *Board members present: Heinen, Tutor, Hughes, Wherren, Anderson, Chiles, Jones. Absent were Pendleton & Provey.*
 - *Public attendees: Bill, Michael and Rick Boardman, Larry Hobart, Tracey Lindelof.*
- Opening Comments – Roger Heinen
 - *Two Purposes Today*
 - *Update / discussion on the market property – house, Boardman Rd Right of Way and market parking and so forth.*
 - *Annual Meeting – election of officers, authorizations, code of conduct and so forth.*
 - *Report on my course of business activity since last board meeting*
 - *At Tom’s request, signed the Horch roofing estimate for the house and paid the deposit*
 - *Asked Glad to step in to help me with the Right of Way and parking issues and other activity given Tom’s work commitments.*
 - *Engaged Landmark Surveyors to come out to locate the Right of way on the ground*
 - *Met with Seacoast security re replacing the security cameras that had been associated with the garage building.*
 - *Reminder - Not personal – just business.*
- Approve Minutes of June 16th, 2022 – *attached. Jones made the motion to accept. Chiles seconded. Short discussion. Approved unanimously via show of hands.*
- Recurring Reports & Topics
 - *Financial Reports - Balance Sheet, Profit and Loss, Loan Program – attached*
 - *Loan Program Risk/Exposure. Hughes explained that there was some auto payment confusion re one loan but that was cleared up. All loans are current. Action: Discuss & deem appropriate or not. Wherren made the motion to deem the loan risk appropriate. Hughes seconded. Short discussion. Approved unanimously via show of hands.*
- Business:
 - 111-113-115 Main Property Discussion – Tom Tutor to Lead
 - *Update on House and Market Building Maintenance Work – Tutor lead the discussion re the current status of the house and market building. He is hopeful that the most recent lead-paint cleaning will pass the lab tests and that the Purdy’s can move back in. He is working to line up a deep cleaning service to clean pre their return. Purdy’s temporary housing in August is still TBD, but he remains hopeful. Next steps for market building are to get an HVAC contractor in to replace the furnace and get the bid out for the rehab of the back deck, basement stairs and staff WC.*
 - *Discuss Right of Way for Boardman Rd – Location, Obligations, Possibility for Relocating It a Short Distance N to Improve Parking Options for Market - Jones lead the discussion*

- *We have an obligation to the ROW holders. We respect it. We have a fiduciary obligation to retain our land ownership rights. We have a tenant issue re parking to resolve.*
- *Jones & Heinen met on Michael MacDougall at the market the evening of July 8. Cordial discussion re what is going on. We exchanged views.*
- *Jones and Heinen have discussed our obligations and the issues with our outside counsel at Jensen Baird.*
- *Michael MacDougall letter via BursteinShur arrived prior to this meeting. Glad distributed & read the letter - attached. He summarized... MacDougall does not like that customer cars exit store parking into the deeded ROW and toward Main Rd. If we move the ROW, he demands it be "exclusive" but unclear if IESC as the landowner is party to then using such an exclusive ROW. Needs to be clarified. Mentions parking in ROW. Given the usage of the ROW we feel parking in the ROW adjacent to Main Rd should be discouraged. Thus our current signage to discourage it.*
- *The exact location of the deeded ROW needs to be marked on the ground - Job #1. The current markings are approximate and once marked we should adjust accordingly. MacDougall letter mentions their surveyor and IESC has engaged Landmark to come out and mark the deeded RO on the ground.*
- *Until this is resolved we need to leave things as they are on the ground. ROW S side is marked to discourage parking in the ROW. ROW N is impossible to mark given ground surface. Customer parking exits onto ROW and then toward Main Rd.*
- *When we know the exact location, board to reconvene to decide between two go forward scenarios: leave ROW as is and design parking around it or, request the ROW holders adjust the ROW N some 15-20'. Given MacDougall's demand that it be exclusive we don't know how that might work as the store needs to use the ROW to get to the back loading dock, etc. In either scenario, our next step will be to implement a landscaping plan - demarcate the ROW, grade it properly, grade the parking lot, etc. plant green space, install signage, etc and make it look nice.*
- *Discussion ensued.*
 - *Confusion re the meaning of exclusive in the MacDougall letter.*
 - *Heinen expressed his view that the best course would be to get the ROW location marked and build a plan around not moving it.*
 - *Anderson asked if we should include in any relocation plan that the back Boardman Rd ROW be moved off the IESC property onto the Boardman properties.*
 - *Consensus that any parking layout handle the large trucks that are often customers to the market.*
 - *Discussion re how to demark the ROW and establish the correct grade for the parking. If there is a retaining wall, is it at the edge of the ROW etc?*
 - *Encouraged Jones and Heinen to work with Jensen Baird to find an acceptable solution.*

- Wrap Up Comments
- Adjourn – *Jones made a motion to adjourn at 4:45PM, seconded by Tutor and approved by voice vote.*

DRAFT

Chapter 505

VIDEO MONITORING SYSTEMS

§ 505-1. Purpose.

§ 505-2. Scope.

§ 505-3. Policies and procedures.

§ 505-4. Protection of video monitoring information.

§ 505-5. Ongoing review of Town's use of video monitoring systems.

[HISTORY: Adopted by the Board of Selectmen of the Town of Islesboro 12-17-2014. Amendments noted where applicable.]

§ 505-1. Purpose.

In order for public locations and facilities under the Town's jurisdiction to be safe and secure, the use of electronic systems for routine video monitoring may be necessary. The purpose of this policy is to ensure that their use is consistent with federal and state law, and reasonably balances privacy concerns with personal safety and responsible stewardship of publicly owned assets.

§ 505-2. Scope.

- A. This policy applies to systems that enable continuous or periodic routine video monitoring on a sustained basis for the following purposes:
- (1) To deter theft, vandalism and unauthorized entry and assist in identifying individuals who damage Town facilities or property.
 - (2) To assist law enforcement agencies in investigating criminal activity.
 - (3) To promote a safer environment by deterring acts of violence or aggression.
- B. This policy does not apply to the routine use of hand-held video cameras.

§ 505-3. Policies and procedures.

- A. Installation approval. Placement at Town facilities or buildings, such as the Town Office, the Health Center, public parks, public docks, open space areas or other public locations requires approval by the Town Manager.
- B. Approval criteria. When seeking Town Manager approval, department heads will address the following issues and concerns in supporting their request:
- (1) Objectives for implementing the system.
 - (2) Use of equipment, including:

- (a) Location of cameras.
 - (b) Location of reception equipment.
 - (c) Personnel authorized to operate the system.
 - (d) Times when monitoring will be in effect (and staffed, if applicable).
- (3) Other deterrence or detection measures that were considered, and why video monitoring is the best solution.
 - (4) Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
 - (5) Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated.
 - (6) Appropriate consultation with stakeholders, including the public; or reasons why this is not necessary.
 - (7) Signage strategy advising the public that video monitoring is occurring.
 - (8) Approach to installing and maintaining the system.
 - (9) Fiscal impact and availability of funding.
- C. Location and direction of video monitoring equipment.
- (1) Permanent, fixed-mounted cameras will not be placed in areas where a reasonable expectation of privacy is standard, such as inside changing rooms or restrooms.
 - (2) Cameras located internally will not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for the personal safety of individuals or deter criminal activity from occurring.
 - (3) Cameras will not be directed to look into adjacent, non-Town-owned buildings.
 - (4) Placement of cameras will also take into consideration physical limitations such as availability of power, cell reception and reasonable mounting facilities.
- D. Notification procedures.
- (1) The Board of Selectmen and affected Town employees will be notified in advance, in writing or via e-mail, of the placement of any video monitoring system in a Town-owned facility or building.
 - (2) Clearly written signs will be prominently displayed at the perimeter of video monitoring areas advising the public that video monitoring is occurring.
 - (3) On a case-by-case basis, as approved by the Town Manager, a decision may be made to eliminate public signage or employee notification in order to support crime prevention or investigative activities.

- E. Responsibility for oversight of video monitoring systems. The Town Manager is responsible for overall oversight of all video monitoring systems and for implementation of this policy.
- F. Intended use of video monitoring information. Any information obtained from video monitoring systems will only be used for the purposes set forth in this policy.

§ 505-4. Protection of video monitoring information.

- A. Security of storage devices resulting from routine video monitoring.
 - (1) When not in use, storage devices will be securely kept in a controlled access area.
 - (2) All storage media that is no longer in active use will be numbered and dated.
- B. Retention and destruction of routine video monitoring records.
 - (1) All records derived from routine video monitoring will be retained for as long as required by federal or state law. Video records that have not been accessed for any purpose shall be automatically erased by the system at least every 21 days. Video records that have been accessed will be subject to a separate retention period as appropriate under federal and state law.
 - (2) In the event that records are evidence in any claim filed or any pending litigation, they will be preserved until the pending litigation is resolved.
 - (3) Destruction requires the written consent of the Town Manager, in consultation with the Town Attorney.
 - (4) Records will be securely and permanently disposed of in a manner appropriate to their storage media.
- C. Placement and viewing of video monitors and reception equipment. Video monitors will not be placed in locations that facilitate public viewing. Video reception equipment shall be located away from the public, in restricted access areas, preferably in locked rooms with keyed access.
- D. Access and use of recorded information.
 - (1) Only those personnel authorized by the Town Manager in writing will have access to information acquired through routine video monitoring.
 - (2) Recorded information will never be sold, and will not be publicly viewed or distributed in any other manner, except as provided for by this policy and applicable federal and state law.

§ 505-5. Ongoing review of Town's use of video monitoring systems.

The Town Manager will review the Town's use of video monitoring systems and adherence to this policy at least every two years. These reviews will include an inventory of video monitoring installations, date of installation, summary of their purpose, experience in

§ 505-5

ISLESBORO CODE

§ 505-5

implementing the policy and any proposed policy changes. The results of each review will be documented and provided to the Board of Selectmen, which may periodically amend the policy pending the outcome of the Town Manager's review. Any concerns or deviations from this policy will be addressed promptly and effectively.

505:4

11 - 01 - 2015

Seacoast Security, Inc.
 PO Box A
 290 West St
 West Rockport, ME 04865
 Phone: (800) 654-8800 or (207) 236-4876
 Fax: (207) 236-8517



Proposal # 5532

Proposal Date 07/25/2022

Customer:
 IESC
 PO Box 108
 Islesboro, ME 04848

Site Location:
 Island Market
 113 Main Road
 Islesboro, ME 04848

Parts

Description	Location	Quantity
16 Channel Network Video Recorder w/ 4TB HDD	Basement Office Space	1.00
4MP Night Color Camera	Exterior Cameras - (1) Front Parking/Gas Pump, (1) Side Parking, (2) Above Rear Shipping Dock	4.00
4MP Network Eyeball Camera w/ IR	Interior Cameras - (1) Front Register, (2) Rear Corners, (1) Rear Stairway	4.00
Camera Mounting Box	One Per Camera	8.00
CAT 6 UTP CMR 1000 White Cable		2.00
24" LED Monitor		1.00
Tripp-Lite Surge Protector / UPS		1.00

Items

Description	Amount
Installation Labor	\$2,400.00
Equipment	\$3,593.48
Other Charges-Ferry Service Transportation	\$150.00
Tax:	\$197.64
Total Amount:	\$6,341.12

Any Questions, please contact: Haynes, Matthew mhaynes@seacoastsecurity.com

THIS PROPOSAL IS CONFIDENTIAL AND SHOULD NOT BE SHARED. PROPOSAL VALID FOR 15 DAYS. 50% DEPOSIT REQUIRED. IF PERMIT IS REQUIRED, PERMIT WILL BE BILLED IN ADDITION TO PROPOSAL.

Proposal # 5532

Proposal Date 07/25/2022



Seacoast Security, Inc.
PO Box A
290 West St
West Rockport, ME 04865
Phone: (800) 654-8800 or (207) 236-4876
Fax: (207) 236-8517

Monthly Service Charges

Description	Monthly Amount
<input type="checkbox"/> Bronze	15.00
<input type="checkbox"/> Silver	35.00
<input type="checkbox"/> Gold	65.00

Please see included Camera Service Plan details. It is required that you choose one of the three options.

Scope of Work:

**Seacoast Security will provide, install and support the proposed video surveillance system.
Note: Overall cost for (4) interior cameras \$713.12 (includes misc. back box & mounting material)

Any Questions, please contact: Haynes, Matthew mhaynes@seacoastsecurity.com
Page 2 of 3
THIS PROPOSAL IS CONFIDENTIAL AND SHOULD NOT BE SHARED. PROPOSAL VALID FOR 15 DAYS. 50% DEPOSIT REQUIRED. IF PERMIT IS REQUIRED, PERMIT WILL BE BILLED IN ADDITION TO PROPOSAL.

Seacoast Security, Inc.
PO Box A
290 West St
West Rockport, ME 04865
Phone: (800) 654-8800 or (207) 236-4876
Fax: (207) 236-8517



Proposal # 5532

Proposal Date 07/25/2022

Camera Systems- Service Plans:

Plan A-Bronze- Basic Remote Services Plan - See quote for pricing - This plan covers Remote Telephone Support for customer. Allowing customer Tier 1 and Tier 2 support for system issues, questions on system operation, issues with log -in/out, phone application support and setup, video retrieval and minimal trouble shooting. This plan does not cover parts, labor, networking issues or advanced networking trouble-shooting on equipment not installed by Seacoast. Seacoast Security does not own nor install the network feeds and firewall configurations so, no trouble-shooting would be done.

Plan B-Silver- Basic Remote Services Plan with annual inspection – See quote for pricing- This plan covers all that is in Plan A plus one annual system inspection which includes camera cover cleaning, refocusing of views if requested, NVR/DVR video storage/recording confirmation, basic system training (not to exceed 30 minutes), and software updates on NVR/DVR and cameras. Customer responsible for contacting Seacoast Security to schedule inspection.

Plan C- Gold-Premium Services Plan – See quote for pricing - This plan covers all that is in Plan A & B as well as Parts and Labor for any service call performed during normal business hours within the plans contracted term.

Definition of:

Tier 1 Support- Basic help desk resolution and service. Supports basic customer issues such as solving usage issues and fulfilling service requests that need low level IT involvement. Require lower level skill set to trouble shoot/provide answers. Reviews user manuals and support documentation with customer while solving issues.

Tier 2 Support- More In-depth technical support. Requires experienced and knowledgeable technicians that can assess issues, provide solutions for problems that cannot be handled by Tier 1 level support. Knowledge of product and complimentary equipment is high. Ability to source solutions outside of User Manual Troubleshooting tactics. Would be conduit between Manufacturer of equipment and Seacoast.

Tier 3 Support- Expert product and service support. Technicians at this level attempt to duplicate or replicate the problems being experienced. They define root causes, develop solutions and often times change product(s) or software to solve issues. Typically, this level of support would be external, provided by product manufacturer or outside contracted person(s).

I accept the terms and conditions of this proposal.

X

Agreed To By

Proposal will be completed in accordance with current Seacoast Security contract on file.

Any Questions, please contact: Haynes, Matthew mhaynes@seacoastsecurity.com

ISLESBORO ECONOMIC SUSTAINABILITY CORP.

INVESTMENT POLICY

FEBRUARY 2021

The goal of the IESC Board is to safeguard and preserve cash in excess of immediate needs while retaining sufficient funds for operations. The Board should be able to respond quickly to urgent matters and program opportunities.

Investment objective

- Maximize return on idle capital while minimizing risk and cost
- Preserve flexibility to respond to opportunities

General provisions

- The board will review this policy annually and update it as appropriate.
- The treasurer will provide a report on investments at each board meeting.
- The board will approve in advance any investment not expressly permitted by this policy.
- The board may consult non-board members with investment expertise and may hire outside experts to manage investments.
- If an investment manager is hired, the board will appoint an investment committee to evaluate performance and assure that objectives are met.

Investment guidelines for 2021

- Individual bank accounts or CDs will not exceed the FDIC insured amount of \$250,000.
- A minimum balance of \$50,000 will be maintained in cash.
- Cash in excess of current needs will be held in bank CDs or in a brokerage account invested in short-term (up to two years) CDs, treasuries or investment grade income securities rated A or better by Standard & Poor's or Moody's.
- No more than 25% of the portfolio may be invested in any one instrument.

