

# Frye Island Recreation Committee Project Meeting

## July 31, 2011 Meeting Minutes

### Meeting Number 02

Date	Start	End	Location	Next Meeting	Prepared By:
07/31/2011	8:00 a.m.	10:10 a.m.	Community Center	August 19 @ 7:00 p.m.	Laura Davis, Secretary

Meeting Minutes of 7/9/11 were approved by Committee either via e-mail or at beginning of 7/31 meeting.

### Attendance

Tom Bishop	Pam Lacerte	Doreen O'Grady
Laura Davis	Bobbie Thomas	Brian Riley
Ted Charrette	Andrea Sansonetti	Wayne Fournier
Nancy Donio	Anne-Archer Johnson	

<b>Committee Members</b>	6/11	Tom Bishop was voted and approved as Committee Director; Laura Davis was approved as Secretary	
	07/09	Additional attendees concurred to being on the committee for the following timeframes: Tom Bishop – 3 years Doreen O'Grady – 3 years Laura Davis – 2 years Pam LaCerte – 2 years Ted Charrette – 2 years Andrea Sansonetti – 1 year Annie Archer-Johnson – 2 years  Other attendees agreed to be Project Managers/volunteers: Ellen McCree Amy Wagner Brian Riley  The Secretary will also PM any	Closed

		<p>communications the PMs need to have submitted to FINs as well as 'local advertising' on the Island. Laura will connect with Harry to build sandwich boards.</p> <p>Policy/Bylaws will include statement about membership periods and include statement relative to Chairman and Secretary roles are voted annually by Committee members.</p> <p>Add'l statement includes clarification on how many members are needed to vote. Initial discussion was to require 6 voters. Tom believes his vote is a tie-breaker. Wayne told Laura previously that Bobbie could be a voter if necessary. Other option is to allow PM's to vote.</p> <p>Statement also required to cover instances where members do not show up for meetings and their ability to continue on as a member.</p> <p>A regular meeting schedule will be published.</p>	<p>Laura</p> <p>Betsy/Ted/Doreen</p>
		Committee structure is required. Betsy will send a FIN request additional members and activity volunteerism.	Closed
		Rec Committee Mission must be created. Wayne stated it must include that it is an Organization that looks at all the recreational facilities within the Island, identifies what we have and what the current needs of those spaces are and brings to the Board for approval.	Committee
		Committee must review existing Policy/Bylaws to update as it does not appear this has been done since 2001. Tom has seen latest version.	Betsy/Ted
	6/11/2011	Create Rec page link on FryeIsland.com site so that people will be able to glance at upcoming activities. Laura will work with Bobbie and Joe Potts.	Laura
	07/31/11	Meeting minutes will be e-mailed to	Laura

		Committee members prior to the next meeting and will be approved at the start of the next meeting. This will be documented in the Operations Handbook.	Ted/Betsy
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1.0 Financials	Meeting Date	Description/Action	Ownership
1.1 Operating Budget/Expenses	6/11/2011	TBD	Bobbie
	07/31	This is Bobbie's budget and includes staff salaries. At this time, Bobbie's budget and staff salaries are on target.	
	07/31	Wayne attended the session to discuss how the budget works for the Town. Additionally, he explained about any line item above budget (for revenues) would go into the Town's general fund, basically taking a BottomLine budget approach. Also, any unused funds (unless specifically targeted for a particular project, and requested / approved to be held over for the following year, gets deposited back to the Town's general funds. For specifics about Town's financials, go into the Town's Financial Reporting section under Town Documents.  ADULT BINGO – The Town is getting any profits and uses it toward supplies, CC repairs (i.e, doors).  Tennis Courts – Wayne did feel that the Board will approve under Island improvement Reserves (currently has \$348K); however, that approval has not been secured. There are 4 firms who are expected to respond	

		<p>to the RFP.. which is due 8/28. That will determine whether new or replacement courts are to be slated.</p> <p>Spending for a Specific Purpose – there are several ways to handle: 1) Have the Rec Committee sponsor deduct cost from revenues and just submit the net to be deposited, 2) Set up a special account (i.e., Tennis Liability Account) and track all revenue/expenses individually The Finance sub-team will make recommendations, present to the Committee, and ensure procedures are placed in the Operations Handbook.</p> <p>*Note: Wayne will not support bills being submitted without Rec Committee approval being documented.</p>	
1.2 Reserves	<p>6/11/2011</p> <p>07/09</p> <p>07/31</p>	<p>Wayne believes there are approximately \$8K in Rec Reserves. Need to validate amount with Calvin. Spending requires Board approval Betsy and Ted will get details on existing funding and report during the next meeting.</p> <p>Rec Reserves are currently \$9,168.26, though this did not take into account the Air Hockey &amp; Bumper Table. Actual funds should be \$7,568.26.</p>	Betsy/Ted
1.3 Rec Liability Account	<p>6/11/2011</p> <p>7/09</p> <p>7/31</p>	<p>Per Wayne, money gets deposited into this area from fund raising so that Rec can use to spend on items w/o Board approval. Need to validate current funds. Process of how fund raising activities are deposited and transferred will be documented in Bylaws</p> <p>Per Wayne, he believes there are \$2,305.51 in this fund. This is</p>	Betsy/Ted

		<p>probably from the Road Race.</p> <p>Wayne also noted that when there is to be an event in which a Town facility (ie, CC) is being used, 10% of the profit should be deposited into the Rec Liability Reserve. The event and percentage must be approved by the Rec Committee first, then by the EC. If the Rec Committee wishes to change the usage fees, it'll have to be approved by the EC, then posted in the Operations Book.</p>	
<b>2.0 COMMUNITY CENTER</b>			
2.0.1	7/31	<p>Use of CC Usage Request Form be completed and submitted to Bobbie to validate availability. She will communicate via email to Rec Committee Members for their approval, then submit to Wayne for final sign off.</p> <p>Need to communicate this process to FI community and document in Operations Handbook.</p> <p>Need to put request form online.</p>	<p>Bobbie</p> <p>Ted/Betsy</p> <p>Bobbie/Joe Potts</p>
<b>2.1 Rec Center</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
2.1.1 Staffing	6/11/2011	<p>Bobbie Thomas remains as the Director of the Rec Center.</p> <p>Staff includes Judy Burgess, Kasha Polonka, Dylan Bourque-Smith, Anna Donio (Community Center) and Evan Davis (Ballfield)</p>	
2.1.2 Hours of Operation	6/11/2011	<p>Sunday – Tie Die 3:30 – 5:30 (Amy Wagner = Sponsor)</p> <p>Monday – 9-4;</p> <p>Adult BINGO – 7pm (Neill Bovaird)</p> <p>Tuesday – Rec Center 9-4 Candy Bar BINGO 7pm</p> <p>Wednesday–Rec Center 9-4; Craft Night</p>	<p>Unless otherwise specified, Bobbie Thomas is the owner.</p>

	07/09	Thursday – Rec Center 9-4 Friday – Rec Center 9-4; Jewelry Making 6:15-7:15 Saturday – Rec Center 9-4 Bobbie mentioned that the teens are really not using the Center with frequency/volumes. Suggestions included adding additional equipment.	
	07/09	Request for Sunday hours ; however, funding will need to be secured.  Teen activities	Tom  Annie
2.1.3 Rec Center Improvements	07/09	PM will create an inventory list and identify any areas of improvement that are necessary.	Bobbie Andrea, Doreen
2.1.4 Rec Center Equipment/Request	6/11/2011	Requests will be solicited.	Bobbie Andrea, Doreen
	07/09	Air hockey machine has been ordered; delivery is TBD. Slate board for bumper table is in progress...backordered from one company, but Bobbie is researching other companies who could provide sooner. Bumper Table is to be delivered approximately 8/16.	Bobbie  Closed
	07/09	Laura Davis is donating a ping pong table; working with DPW to pick up and deliver to Rec Center. This will be housed in the meeting room.	
<b>2.2.0 Library</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
	6/11/2011	Suggestion to move the Library upstairs in the Chapel area. This may require building updating for handicap access.	Andrea
	6/11/2011	Suggestions for use of this room	Andrea

		include: video games, Wii games, computers with Wifi. This may attract additional visitors to the Center.	
<b>2.3.0 Chapel</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
	06/11/2011	Suggestion is to move the chapel down to the meeting room due to spacial considerations.	Andrea
<b>2.4.0 Meeting Room</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
	6/11/2011	Suggestion to make the Meeting Room multi-purpose space. Using this space for the chapel would require a closet area to store chapel items.	Committee
<b>2.5.0 Kitchen</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
	6/11/2011	Discussion included requirements for liquor permits if functions were to use the bar area.	Bobbie/Jad
<b>2.6.0 Ballfield</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
2.6.1	6/11/2011	There will be Rec Assistant (Evan Davis) two mornings and two evenings per week. Discussion included requests for additional support and activities. Requests for additional coverage require budget.  Current Schedule: Monday 7-8 p.m. Tuesday 10-11 a.m. Thursday 10-11 a.m. Saturday 7-8p.m.	Tom
2.6.2	6/11/2011	7/30 Softball Tournament One pitch tournament; \$50 donation per team (tee-shirts to winners)	Tom
2.6.3	6/11/2011	Track and Field Saturdays Brian Riley is conducting track and field clinics	Brian Riley
	07/09	Check with Brian to determine if he is going to run additional events.	Laura
2.6.4	07/09	Role of Ball Field Director (similar to Rec Center Director) who would	Tom

		create programs to be held at the Ball Field to best utilize this space was discussed.	
2.6.5	07/31	Storage box – this would hold equipment typically used at the Ball Field. Tom may have access to an individual in a position to donate a box.	Tom
2.6.6	07/31	Tom requested consideration of pickup basketball, Capture the Flag (no age limit) on Saturday nights. Soccer Wednesday nights (younger children early afternoon, teens/adults later). This is something that can be added to the 2012 program due to the time of year organization.	Tom/Bobbie
<b>2.7.0 Recreation Beach</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
2.7.1	6/11/2011	Discussion of what activities could be at this location included Bocci, Volleyball, Horseshoes. Tom has a sketch of the design. Next step is cost of clearing and installing these activities.	Tom
	07/09	There are kayak racks (which hold 10 kayaks) at Beach 5 and some other beaches. Nancy indicated there is sufficient space at other beaches where people may leave their kayaks. No other racks are needed at this time.	Nancy
<b>2.8.0 Tennis Courts</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
2.8.1	6/11/2011	One Islander has repeatedly requested improvements to the courts. Wayne had two vendors review the condition of both sets of courts and it was deemed that no courts are in top condition. It is as expensive to repair vs. installing new courts. Estimated cost is \$100k for new courts. There are some funds in the Island Improvement budget that could be used. At least	Brian Betsy Annie

	07/31	<p>one of the existing courts could be used as a Skating Park.</p> <p>Need a person to spearhead a final proposal and funding, as well as PM the installation of new courts.</p> <p>Brian Riley presented information about the Tennis Courts. Some of this data is contained in the <a href="#">Selectman's Minutes 6/24/2011</a></p> <p>In summary, the condition of the courts have decreased over time. As noted above in 1.1, research is underway to determine cost and feasibility of repair/rebuild. Since the RFP responses are due 8/28, the subcommittee will review responses and make a recommendation.</p> <p>Current view is that all Rec Committee members are in agreement that repair/replace should be implemented and will request EC to approve with execution completed by 4<sup>th</sup> of July, 2012.</p>	
2.8.2	07/31	<p>Brian Riley raised discussion as to the potential of creating a Frye Island Tennis Club (similar to Golf Club) which would be fee-based for the CC courts (or new courts). Free tennis would be available for non-members, or a potential daily rate charge for periodic use players. The intent would be for any fees collected to be used specifically for court-related expenses.</p>	
5.1 Community Ctr Courts			Brian Betsy Annie
5.2 Lancaster Loop Courts			Brian Betsy Annie
5.3 Grant Request	07/09	Pam raised a suggestion where federal funding may be available.	Brian Betsy

		The Mini Courts Country Wide or Change the Rule WorldWide may be the name of this grant. The grant	Annie
<b>5.4 Pool</b>	07/09	Pool was sandblasted last week.	
5.4.1 Inventory/Needs	07/09	Need to find a PM to determine current/future plans. One discussion raised concerns about the sand blasting resolving leaks (Bobbie knew details). Other discussion requested rubber mat on outer area of deck needing to be replaced. Need to verify that requirement is in the plans (DPW?); if not, must add to requirement listing.	Steve Kaplan???
<b>6.0 Beaches</b>	07/09	Beaches will now be supported under Recreation Committee. Nancy will be the PM and will work with a subteam to determine needs.	Nancy Donio
	07/09	There are kayak racks (which hold 10 kayaks) at Beach 5 and some other beaches. May need Harry H. to build additional ones. Per Nancy, no add'l racks are needed.	Closed Nancy
<b>7.0 Skate Park</b>	07/09	Pam has suggested a skate park which would draw teens. Although the location of this park would have to be determined, the benefit of putting in an area, such as any unused tennis courts, could be cost effective. . She suggested we may want to get sponsors (advertising of local businesses) and have Islanders make donations for the materials, such as getting wood from any local building/renovations of Island homes for the ramps.	Pam
<b>8.0 Activities</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
8.1 Dart Tournament	6/11/2011	Single Elimination CricketTournament/person (50/50) Fundraiser 6:30 @ Leisure Lounge \$10.00	Closed

81 7/2 Activities	6/11/2011	11:00 Golf Cart Parade Firehouse Hotdogs/Coke 2:00 Track at Ballfield Dusk Fireworks	Closed
8.2 7/3 Activities	6/11/2011  07/09	Road Races Registration 1-5 on 7/2 10:00 \$5.00 entry fee Very successful event with over 125 participants (purchasing T-shirts). Ted has offered add'l t-shirts due to high demand. \$2,000 profit	Closed
8.3 7/23 USS Spruance & Michael Murphy Day	07/09	Dick Norris requested assistance from Rec Committee for this event. 10 - Welcome/Honor Guard 10:15 Ballfield: Softball, Soccer, Volleyball (need nets put up by DPW) Bobbie will supply balls (Tom will pick up the materials) Rec Center: Basketball/Tennis Beaches: Kayaking (Tom will talk with the Kanes about getting kayaks) Beach 8 – Betsy will see if she can find add'l kayaks Beach 4: perhaps the Hirsch's have a few kayaks that can be used Nancy Donio has 2 kayaks and will check with the McCarthy's who may have a few. Jad and Neil also have 2 kayaks they'll make available.  11:30 Lunch at Golf Course 2-5 Golf, Boating, Beaches 5 Dinner @ host families Bus goes back at 6/10 8 Comedy Show  Dick is the overall PM and will be HQ'd at the golf course with the ship's commander.	Dick Norris Tom  Bobbie Nancy/Betsy
8.4 Progressive Dinner	07/09	08/07: Progressive Beach Dinner 4-5: Beach 4 Appetizers 5-6 Beach 5 Hot Dogs/chips/drink 6-7 Beach 6 SMORES	Nancy

		\$5.00/person – donations to be placed in Recreation Operations Reserve/Liability??	
<b>9.0 Labor Day Activities</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
9.0.1	6/11/2011	Field Day will be scheduled 9/3. Pam will need many volunteers.	Pam
	07/09	Laura will send FIN article to solicit volunteers (need about 30) and create posters to be hung in various areas. Events start at Noon on Sunday, 9/3	Laura
	07/31	<p>Suggest interlocking with other Island teams to have them do their own fund raising 'table' Could have tables for crafters (they'd pay small fee to hock their wares).</p> <p>Volunteers: Pat Karpacz will assist. Brian, Carol and Heather Riley will assist, Laura Davis, Evan Davis, Pam, Michelle Hussellbee is making the ribbons.</p> <p>Communication: Laura D is handling FIN communication and posting at various sites. Laura D has posted Volunteer Sign Up request in FIN and at Rec Center. Planning for 150 participants.</p> <p>Inventory:  Signs - all accounted for; we'll have to remove one plank (no watermelon spitting this year)  Tug o War rope - accounted for  3 Legged Race ties - have about 24, though only about 15 are really long enough. I have some extra fabric I can rip and bring up that weeked.  2 plastic table cloths (for eating contest). We probably need at least 2 more. also need some sort of table as I think there's only 1 picnic table at the Ball Field</p>	Pat, Rileys, Laura, Michelle

		Sacks - we've got them accounted for Bullhorn - we can get from the Perry's. Need: Watermelons (qty??) Pies (qty?) Bubble gum (qty?) Crackers (qty?) wet wipes / paper towels water balloons	
9.0.2	07/09 07/31	Tennis Tournament FIN article	Tom/Joe Bishop
9.0.3	07/09	Request for space at the Ice Cream Social for yard sale items	Laura
<b>9.1.0 2012 Events</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
9.1.1	7/31	2012 Event: Basketball tournament to be held 7/21/2012 (or 7/22 for raindate) Ann/Ted are running this event. Team shirts (\$5 entrance fee; \$10 t- shirt). Ann will try to get sponsors. Rec Committee will sell burgers/hotdogs to raise funds. Ann motioned; Ted 2 <sup>nd</sup> ; All in favor.	Ann/Ted
9.1.2			
<b>10.0 Adult Education</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
	6/11/2011	Wayne mentioned Island does have budget for Adult Education. Issue surrounds the cost that people must pay (their own Ferry ticket & 10% of their profits.) Many events had low registration.	
	07/09	Andrea has worked with Standish to get access to Adult Ed Programs (SAD6). They do not fund FI for any instructors that would come in.	
<b>11.0 Fund Raising</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
<b>11.1</b>	6/11/2011	There will be at least 3 fund raising events in 2011.	
	6/11/2011	It was noted the difficulty in obtaining grant money was due to	

		the Island not being considered a 'hardship' environment due to it being a '2 <sup>nd</sup> home environment'. Would need someone with grant-writing skills to pursue.	
<b>11.2</b>	6/11/2011	7/3 Road Race	Closed
<b>11.3</b>	6/11/2011	7/23 Comedy Night (this is for the Fire Dept)	N/A
<b>11.4</b>	6/11/2011	7/30 One Pitch Tournament	Tom
<b>11.5</b>	6/11/2011	8/13 Golf Tournament	Tom
<b>11.6</b>	07/09	Date TBD Basketball Tournament	Betsy/Ann
<b>11.7</b>	07/09  07/31	08/06: Frye Island's Got Talent (Gong Show) Event was approved for 8/13 evening by Committee members. \$5.00 ticket price.	Tom
<b>12.0 Short Term Planning</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
<b>13.0 Long Term Planning</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
	6/11/2011	Wayne requested the Committee present to the Board of Selectmen on 6/24 what the Rec Commission's long term plan is. Laura will sending out survey for attendees (and Andrea). Tom will present to the Board of Selectmen on 6/24.	Committee  Laura  Tom
	07/09	Dave Lowe/Nancy Donio suggested a Fitness Center. Islanders could donate their equipment; may be able to get some from local gyms at cut-rate prices.	
	07/09	Next meeting will begin with vision of Island Long Term Outlook. PMs will review the current sites/inventory/uses/ and future needs.	All PMs
<b>14.0 Bylaws</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
	6/11/2011	Last version of Bylaws was approximately 2001.	Committee

		Need Committee review/update.	
<b>15.0 Recreation Committee Seeking Executive Committee Approval</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
15.1	07/31	Outstanding Receipt for reimbursement of T-shirts used for Softball Game and Dart competition. T. Bishop motioned for approval of invoice; A. Archer Johnson 2 <sup>nd</sup> ; all approved. Amount of reimbursement to go to Tom Bishop = \$136.00	Tom/Wayne
15.2	07/31	Ted Charrette made a motion to purchase two tennis nets; (one for Lancaster Loop; one in reserve). To be paid for out of Liability. Bobbie Thomas will purchase from tenniswarehouse.com upon approval. T. Bishop 2 <sup>nd</sup> ; all approved. Cost is \$120.00	Bobbie
15.3	07/31	Tennis Tournament (8/27-28 + 9/3-4- 5 weekend).	Ann/Tom
<b>16.0 FIN ARTICLES</b>	<b>Meeting Date</b>	<b>Description/Action</b>	<b>Ownership</b>
16.1	07/31	Bobbie and Laura will redesign a comprehensive Island activity calendar.	

Respectfully Submitted by:

Laura C. Davis  
Committee Secretary