

Frye Island Recreation Committee Project Meeting

August 19, 2011 Meeting Minutes

Meeting Number 03

Date	Start	End	Location	Next Meeting	Prepared By:
08/19/11	7:17 p.m.	9:05 p.m.	Community Center	September 17 @ 9:00 a.m..	Laura Davis, Secretary

Meeting Minutes of 7/31/11 were approved by Committee via e-mail

Attendance

Laura Davis

Betsy Gleysteen

Brian Riley

Ted Charrette (via phone)

Andrea Sansonetti

Motions presented this meeting

- 1) The Frye Island Recreation Committee recommends to the Town of Frye Island that a Warrant Article be included in the upcoming Town Meeting. This Article should be written that the "Recreation Committee recommends and supports the transfer of \$85,000 from the Frye Island Improvement Reserve for repair/replacement of the Community Center Tennis Courts. This motion was made by Ted Charrette, seconded by Brian Riley and passed unanimously.
- 2) A motion as made to reimburse Pam for "up to \$100" from the Recreation Liability Account Meeting for expenses incurred for the Frye Island Family Fun Field Day. Motion was made by Laura Davis, seconded by Betsy Gleysteen and passed unanimously.
- 3) A motion was made to send a request to the Town Manager to address Community Center safety and/or maintenance issues and providing a response prior to the time the Island closes of when those issues would be resolved. Motion was made by Laura Davis, seconded by Andrea Sansonetti and approved by all.

In addition to the three motions listed above, this meeting covered the following areas:

- a) Recreation Center hours of operations adding an additional request to be open during off-season, b) the need to strengthen the Committee's communications by sending advance notices to Members prior to the submission of new activities to the

FINs, c) update on the Tennis Court reconstruction, d) review of the current needs and long-term plans for the Community Center, e) discussion of necessary support for events such as the Frye's Got Talent and Family Fun Field Day (which were subsequently cancelled)., e) Committee members present discussed the feasibility of offering WIFI connectivity in the Community Center. Ted Charrette volunteered to donate and hook up a WIFI router. There will be no charge for this use and it will be available inside the building, which will be a draw for teens and adults.

PROJECT PLAN

Committee Members	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	Closed
		The Secretary will also PM any 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.	Closed Laura
		Policy/Bylaws will include statement about membership periods and include statement relative to Chairman and Secretary roles are voted annually by Committee members. Add'l statement includes clarification on how many members are needed to vote. Initial discussion was to require 6 voters.	Betsy/Ted/ Doreen

		<p>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>	
		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 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.	Laura Ted/Betsy

1.0 Financials	Meeting Date	Description/Action	Ownership
1.1 Operating	6/11/2011	TBD	Bobbie

Budget/Expenses	07/31	<p>This is Bobbie's budget and includes staff salaries.</p> <p>At this time, Bobbie's budget and staff salaries are on target.</p>	
	07/31	<p>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.</p> <p>ADULT BINGO – The Town is getting any profits and uses it toward supplies, CC repairs (i.e, doors).</p> <p>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 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</p>	

	8/19	<p>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> <p>Due to budgetary issues, the Rec Center is closed for the balance of the season. Committee members discussed the need to reshuffle coverage to include Sundays and request add'l funding so the Center could be open pre and post season for regular Islanders.</p>	Bobbie/Tom
1.2 Reserves	6/11/2011 07/09 07/31	<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 & Bumper Table. Actual funds should be \$7,568.26.</p>	Betsy/Ted
1.3 Rec Liability Account	6/11/2011 7/09 7/31	<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.</p> <p>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 probably from the Road Race.</p> <p>Wayne also noted that when there is to be an event in which a Town</p>	Betsy/Ted

	8/19	<p>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> <p>Approved transfer of up to \$100 to reimburse Pam for Family Fund Field Day expenses.</p>	
2.0 COMMUNITY CENTER			
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> <p>Closed</p>
	8/19	<p>Andrea presented findings which included safety and maintenance issues as well as a longer-term wish list. Email sent to Wayne Fournier on 9/12 relative to repairing items. See Attachment for specific details on wish list which is being reflected in Recreation Committee Long Term Plan Report.</p>	
2.1 Rec Center	Meeting Date	Description/Action	Ownership
2.1.1 Staffing	6/11/2011	<p>Bobbie Thomas remains as the Director of the Rec Center. Staff includes Judy Burgess, Kasha Polonka, Dylan Bourque-Smith, Anna Donio (Community Center) and Evan Davis (Ballfield)</p>	Closed

2.1.2 Hours of Operation	6/11/2011	Sunday – Tie Die 3:30 – 5:30 (sponsored by Amy Wagner) Monday – 9-4; Adult BINGO – 7pm (sponsored by Neill Bovaird) Tuesday – Rec Center 9-4 Candy Bar BINGO 7pm Wednesday–Rec Center 9-4; Craft Night 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.	Bobbie Thomas
	07/09		Tom
	07/09	Request for Sunday hours ; however, funding will need to be secured.	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
	9/19	This was included as noted above in 2.0.1	Closed
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.	
2.2.0 Library	Meeting Date	Description/Action	Ownership
	6/11/2011	Suggestion to move the Library upstairs in the Chapel area. This may require building updating for handicap access.	Andrea
	8/19	This was included as noted above in 2.0.1	Closed
	6/11/2011	Suggestions for use of this room include: video games, Wii games, computers with Wifi. This may attract additional visitors to the Center.	Andrea
	8/19	This was included as noted above in 2.0.1	Closed
2.3.0 Chapel	Meeting Date	Description/Action	Ownership
	06/11/2011	Suggestion is to move the chapel down to the meeting room due to spacial considerations.	Andrea
	8/19	This was included as noted above in 2.0.1	Closed
2.4.0 Meeting Room	Meeting Date	Description/Action	Ownership
	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
	8/19	This was included as noted above in 2.0.1	Closed
2.5.0 Kitchen	Meeting Date	Description/Action	Ownership
	6/11/2011	Discussion included requirements for liquor permits if functions were to use the bar area.	Bobbie/Jad
	8/19	This was included as noted above in 2.0.1	Closed
2.6.0 Ballfield	Meeting Date	Description/Action	Ownership
2.6.1	6/11/2011	There will be Rec Assistant (Evan Davis) two mornings and two	Tom

		<p>evenings per week. Discussion included requests for additional support and activities. Requests for additional coverage require budget.</p> <p>Current Schedule: Monday 7-8 p.m. Tuesday 10-11 a.m. Thursday 10-11 a.m. Saturday 7-8p.m.</p>	
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 07/09	Track and Field Saturdays Brian Riley is conducting track and field clinics Check with Brian to determine if he is going to run additional events.	Brian Riley Laura
2.6.4	07/09	Role of Ball Field Director (similar to Rec Center Director) who would create programs to be held at the Ball Field to best utilize this space was discussed.	Tom
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
2.7.0 Recreation Beach	Meeting Date	Description/Action	Ownership
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	Tom

		activities.	
	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.	Nancy
2.8.0 Tennis Courts	Meeting Date	Description/Action	Ownership
2.8.1	6/11/2011	<p>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 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>	Brian Betsy Annie
	07/31	<p>Brian Riley presented information about the Tennis Courts. Some of this data is contained in the Selectman's Minutes 6/24/2011</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 4th of July, 2012.</p>	
2.8.2	07/31	Brian Riley raised discussion as to	

	8/19	<p>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> <p>Motion made and approved to include a Warrant Article in Town Meeting indicating the Recreation Committee supports transferring \$85K to pay for repair of CC Tennis Courts</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. The Mini Courts Country Wide or Change the Rule WorldWide may be the name of this grant. The grant	Brian Betsy Annie
5.4 Pool	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???
6.0 Beaches	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	Nancy

	7/31	other beaches. May need Harry H. to build additional ones. Further clarification by Nancy was that there are currently no racks needed on any beaches.	
7.0 Skate Park	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
8.0 Activities	Meeting Date	Description/Action	Ownership
8.1 Dart Tournament	6/11/2011	Single Elimination Cricket Tournament/person (50/50) Fundraiser 6:30 @ Leisure Lounge \$10.00	Closed
8.1 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	Closed Dick Norris Tom

		<p>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 heck with the McCarthy's who may have a few. Jad and Neil also have 2 kayaks they'll make available.</p> <p>11:30 Lunch at Golf Course 2-5 Golf, Boating, Beaches 5 Dinner @ host families Bus goes back at 6/10 8 Comedy Show</p> <p>Dick is the overall PM and will be HQ'd at the golf course with the ship's commander.</p>	Bobbie Nancy/Betsy
8.4 Progressive Dinner	07/09	<p>08/07: Progressive Beach Dinner 4-5: Beach 4 Appetizers 5-6 Beach 5 Hot Dogs/chips/drink 6-7 Beach 6 SMORES \$5.00/person – donations to be placed in Recreation Operations Reserve/Liability?</p> <p>This event was not held.</p>	Closed Nancy Donio
9.0 Labor Day Activities	Meeting Date	Description/Action	Ownership
9.0.1	6/11/2011 07/09	<p>Field Day will be scheduled 9/4. Pam will need many volunteers. 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</p> <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</p>	Closed Pam Laura

	07/31	<p>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.</p> <p>Planning for 150 participants.</p> <p>Inventory:</p> <p>Signs - all accounted for; we'll have to remove one plank (no watermelon spitting this year)</p> <p>Tug o War rope - accounted for</p> <p>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.</p> <p>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> <p>Sacks - we've got them accounted for Bullhorn - we can get from the Perry's.</p> <p>Need: Watermelons (qty??)</p> <p>Pies (qty?)</p> <p>Bubble gum (qty?)</p> <p>Crackers (qty?)</p> <p>wet wipes / paper towels</p> <p>water balloons</p> <p>Due to Hurricane Irene, this event did not occur.</p>	Pat, Rileys, Laura, Michelle
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 Ice Cream Social was cancelled due to Hurricane Irene.	Closed Laura

9.1.0 2012 Events	Meeting Date	Description/Action	Ownership
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 nd ; All in favor.	Ann/Ted
9.1.2			
10.0 Adult Education	Meeting Date	Description/Action	Ownership
	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.	
11.0 Fund Raising	Meeting Date	Description/Action	Ownership
11.1	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 nd home environment'. Would need someone with grant-writing skills to pursue.	
11.2	6/11/2011	7/3 Road Race	Closed
11.3	6/11/2011	7/23 Comedy Night (this is for the Fire Dept)	N/A
11.4	6/11/2011	7/30 One Pitch Tournament	Tom
11.5	6/11/2011	8/13 Golf Tournament Tournament was rescheduled to 9/9.	Tom
11.6	07/09	Date TBD Basketball Tournament	Betsy/Ann
11.7	07/09	08/06: Frye Island's Got Talent (Gong Show)	Tom

	07/31	Event was approved for 8/13 evening by Committee members. \$5.00 ticket price. Event was cancelled due to sponsor illness.	
12.0 Short Term Planning	Meeting Date	Description/Action	Ownership
13.0 Long Term Planning	Meeting Date	Description/Action	Ownership
	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
14.0 Bylaws	Meeting Date	Description/Action	Ownership
	6/11/2011	Last version of Bylaws was approximately 2001. Need Committee review/update.	Committee
15.0 Recreation Committee Seeking Executive Committee Approval	Meeting Date	Description/Action	Ownership
15.1	07/31	Outstanding Receipt for	Tom/Wayn

		reimbursement of T-shirts used for Softball Game and Dart competition. T. Bishop motioned for approval of invoice; A. Archer Johnson 2 nd ; all approved. Amount of reimbursement to go to Tom Bishop = \$136.00	e
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 nd ; all approved. Cost is \$120.00	Bobbie
15.3	07/31	Tennis Tournament (8/27-28 + 9/3-4- 5 weekend).	Ann/Tom
16.0 FIN ARTICLES	Meeting Date	Description/Action	Ownership
16.1	07/31	Bobbie and Laura will redesign a comprehensive Island activity calendar. This has been incorporated and is now reflected in the FINs as a consolidated activity calendar.	Closed

Respectfully Submitted by:

Laura C. Davis
Committee Secretary