



MEETING AGENDA FOR THE
SELECTMEN /EXECUTIVE COMMITTEE
MEETING 03/18/2014

TOWN OF FRYE ISLAND

Call in: 1-866-576-7975 Access Code: 777678

START	END	NEXT MEETING	NEXT TIME	NEXT MEETING LOCATION
7:08PM	8:39PM	TBD	7:00PM	Teleconference
ATTENDANCE				
EXECUTIVE COMMITTEE: (Roll call)				
The following members were present:		Town Manager: Wayne Fournier		
John Nun - Selectman				
Brian Walker - Selectman		Others in attendance:		
Celeste Beaulieu - Selectwoman		Rod Beaulieu		
Dave Bond		Dick Norris		
Bob Sutherland		Betsy Gleysteen		
Gary Donohue				
Tim McCarthy (Absent)				
PETITIONS FROM THE PUBLIC				
Dick Norris introduced the prospect of having another Navy day for the USS Zumwalt. If the ExCom was interested in having the Day and if so when. The ExCom agreed that it should be held and Dick was asked to coordinate with the Recreation Commission to select a date.				
OLD BUSINESS				
Business Item			Responsibility	
Conceptual Plan for Willis Property - Transportation Committee			Wayne/Transportation Committee	
Prior to 09/18/2010, see September 18, 2010 meeting minutes				
09/17/2011	An article has been included in the Town Meeting warrant to appropriate up to \$30,000 from the Long Term Transportation Reserve to develop the final engineering design for the Park & Ride Facility. For more information see the minutes of the 08-13-2011 meeting.			
10/15/2011	A warrant article to appropriate up to \$30,000 from the Long Term Transportation Reserve to fund the final design was approved at the 10/08/2011 Town Meeting. Mr. Bond acting on behalf of the Executive Committee and the Transportation Committee agreed to contact Land Services Inc. to initiate the project.			
12/03/2011	No Change			
02/04/2012	A copy of the design plan submitted by Land Services Inc. had been circulated to the ExCom. The plan was modified slightly to provide parking perpendicular to the Ring Road instead of parallel to the road. The ExCom members saw no issues with this change. It is the intention of Land Services Inc. to present a preliminary design to the Raymond Planning Board for its March or April meeting. Wayne will notify LSI that the modification to the parking was acceptable.			
04/28/2012	Pat Cayer from LSI has the plan ready for submittal to the DEP. He wanted to schedule a meeting with the ExCom and the Transportation Committee to review the final plan but it was almost impossible to schedule a date that would fit everyone's schedule. Dave Bond asked Wayne to see if Pat could send a PDF of the plan for review. Wayne said he would contact Pat and get it done.			
05/19/2012	The final design plans have been received from LSI and forwarded to the transportation Committee for review. The only noted change was a minor relocation of the end of the ferry access road to better accommodate traffic flows. Wayne said he would send copies to the			

	ExCom members for their review.
06/16/2012	The Transportation Committee met with Pat Cayer and Mark Gray to review the plans for a final time before submitting to the DEP and the Town of Raymond Planning Board. It was decided to pave a portion of the Ring Road because of the slope and the concern for erosion. It was surprising to learn that paving actually was beneficial to the phosphate calculations, relative to non-paved areas. It was determined that signage had to be addressed before submitting the plans to Raymond. Wayne has signed the Planning Board application and delivered the check in the amount of \$1623 to Pat Cayer for inclusion with the Planning Board. In addition, Wayne has received the DEP application from Mark Gray for the Storm Water Permit. Mr. Nun made a motion authorizing Wayne to sign the permit application. The motion was seconded by Mr. Thomas and passed with 7 votes in favor and 0 opposed. There is a \$250 application fee that must accompany the submittal.
07/14//012	The Raymond Planning Board met to review the site plan application that Frye Island submitted. In addition to the Planning Board, and the engineers representing Frye Island, there were a number of residents from the lower Cape Road in attendance. A few spoke in opposition to the park & ride for various reasons including safety at the crossing area, additional traffic on Quarry Cove Road, security, lighting etc. The Planning Board suggested a site walk which was scheduled for Monday July 16 th . In addition, it was suggested that a traffic engineer be employed to help quantify the traffic in the area and review site lines etc. We are waiting a cost estimate from a traffic engineer recommended by Mark Gray.
08/18/2012	We have an estimate of \$2500 for the traffic study. Wayne gave the engineer the OK to perform the study. We don't expect to be ready for the Raymond Planning Board again until September.
09/22/2012	We had a meeting with the design engineers was held on 09/14/2012. Pat Cayer, Project Engineer, Mark Gray, Civil Engineer, and Bill Eaton, Traffic Engineer, were present. In addition, John Crosby, John Nun and John Schutz were there. There is still some work left to do on the traffic study report. The 2 biggest complaints to the park & Ride proposal, as presented to the Raymond Planning Board and the local residents, were the additional traffic on the Quarry Cove Road which would require additional maintenance, and the potential safety issue created by the need to cross the Cape Road to get from the P&R and the access road. I have also heard concerns from some residents about the need for Islanders to drive past the access road to the Quarry Cove Road to get to the P&R and then to the ferry. Pat presented an option to re-route the Cape Road to the Ring Road which eliminates all of these concerns. All of the engineers present felt this was a better long term solution. The traffic engineer is going to finalize his report and Pat is going to develop a cost estimate to engineer the additional option and what a ball park cost would be to construct the 2 options. The members of the ExCom indicated that they didn't want to consider the 2 nd option and they didn't want the engineers to spend any time on it. Wayne will inform the engineers.
10/20/2012	Wayne reported that we are still waiting for the traffic study from the engineer. At this time we are not sure if we will make the November Planning Board meeting. .
12/01/2012	Wayne reported that the engineer wasn't ready for the December meeting so the plan is to be on the January agenda. Mr. Bond has agreed to represent the Town at the meeting.
01/26/2013	The meeting with the Raymond planning Board has been rescheduled for February 13 th . We are accruing additional expenses for this project. They include the escrow account required by the Raymond Planning Board (\$3629), Traffic Study (\$990) and additional engineering costs. A motion was made by Mr. Bond to appropriate \$10,000 from the Long Term Transportation Reserve. Mr. Walker seconded the motion. Mr. Potts told the ExCom that there were 2 projects concerning the park & ride facility that were open. The one containing \$1528.16 would be closed and the remaining funds returned to the LTTR. The other (Park & Ride Engineering) would remain active and the additional funds, if appropriated, would be applied to that account. There was no further discussion and the motion was approved with 6 votes in favor and 0 opposed.

03/23/2013	The last meeting of the Raymond Planning Board was scheduled for March 13 th however; we received a notice from the Town of Raymond that we had to add an additional \$10,000 to the escrow account to cover the costs of their contracted planner and their attorney. Their Site Plan Review ordinance specifically says that the property owner would be responsible for all expenses arising from an engineering peer review but says nothing about legal fees which in this case total approximately \$5,200.00. Wayne spoke to Raymond officials about this charge but they insisted that we have to pay it before we can continue the site plan review. The Executive Committee decided to forego the March meeting of the planning board and review the process at this meeting. Wayne provided a breakdown of the costs to date. The executive Committee requested more detail of these costs which Wayne will provide. It was decided that the project to build the "Ring Road" should be placed on hold until a public information hearing could be held on the Island to explain the process, answer questions, and to correct some of the misconceptions. However, Wayne is to explain to Raymond officials that we are not abandoning the project but need some time to meet with Frye Island residents as long as the delays do not adversely jeopardize the process.
05/11/2013	It was determined that a postponement would not adversely affect the process. Wayne has distributed a breakdown of the current project costs to the ExCom. Wayne was asked to get as much of the information as he could on the website. It was decided to hold the public hearing on Saturday May 25 th at 9:00AM in the Community Center. Dave Bond and Wayne will moderate the meeting.
06/01/2013	The Public Hearing was held on Saturday May 25 th . 84 people signed the attendance sheet. Wayne opened the hearing and gave a little history of the purchase of the property on the mainland and the establishment of the Transportation Committee (TC). Wayne mentioned that the TC determined very early that there were 2 issues that needed to be addressed concerning the traffic on the mainland. The first was the parking and the second being the safety hazard created when the queue waiting for the ferry extends onto the Cape Road. Wayne also described a number of options the TC addressed in order to determine a way to increase the number of vehicles that could be transported to the Island in order to keep them off the Cape Road. The TC ultimately determined that the best option available was to develop the "Ring Road" to eliminate the parking issue on the access road and the Cape Road and to provide an area for queuing when necessary. Dave Bond then presented the all-inclusive conceptual plan and then the Ring Road concept that was being considered by the Raymond Planning Board. The project is still on hold so the ExCom will have to determine whether to continue with the approval process. A motion was made by Mr. Bond to appropriate \$12,000 from the Long Term Transportation Reserve to continue the review process. The motion was seconded by Mr. Nun and approved with 7 votes in favor and 0 opposed. Wayne will notify Raymond to continue the review process.
06/22/2013	Wayne reported that the Town of Raymond has been notified to place Frye Island on the July Planning Board agenda and Wayne asked if they needed any more information for the meeting. Wayne has also asked Calvin to prepare a check to satisfy the escrow.
07/27/2013	The Raymond Planning Board met on July 10 th to discuss our application. The Storm Water permit from the DEP is still outstanding awaiting a report on the flowering begonia from the consultant. That study couldn't be finalized until the middle / end of July. There are also questions about the safety issue at the point where pedestrians and vehicles have to cross the Cape Road. We will probably not make the August meeting but should be able to make the September meeting.
08/24/2013	No Change
09/13/2013	We were not able to get the information from the DEP or the traffic engineer in time for the September meeting but we should make the October meeting. Wayne mentioned that he had met with the DEP and the consultant that did the vernal pool / Nodding Pogonia study. It appeared that the DEP now had the information needed to issue the storm water permit. In addition, the traffic engineer had completed further studies and was issuing his report that supposedly will support the Ring Road plan as providing a safer option than having vehicles

	on the Cape Road. Mr. McCarthy stated that he felt we should continue with the permitting process but wasn't convinced that we need to construct the Ring Road in the immediate future. He asked Wayne to find out what the time restrictions were if we got site plan approval from the Raymond Planning Board.
10-19-2013	The Raymond Planning Board (RPB) meeting was postponed from October 9 th to the 23 rd . Mark Gray, Frye Island's engineer has submitted the documents requested by the RPB including a request for a 5 year extension after the permit is approved.
12/12/2013	The Raymond planning Board suggested that we do a survey to help determine the potential usage of the parking area when it is approved to see if the available parking spaces are sufficient. We have received the permit from the DEP and this information plus the results of the survey will be submitted to the RPB for the January meeting.
02/13/2014	The information that the RPB requested was not ready for the January meeting but it has been submitted for the February meeting. The meeting was held on Wednesday February 12 th . At the meeting the RPB unofficially denied the application for the Ring Road project. The PB members felt that the crossing at the Cape Road –Ferry Road intersection presented a greater hazard than having cars queued on the Cape Road when it occurred. This was in contrast to the traffic engineers report. Raymond's attorney will develop the finding of fact to officially deny the application. At which point the RPB will have an official vote. Our attorney hoped to get a copy of the finding of fact before it was presented to the RPB, which is expected to be at the March meeting, to help develop a strategy going forward. Wayne received an email from Mark Gray outlining the possible options going forward. <ol style="list-style-type: none"> 1. Discontinue the quest for the project 2. Appeal the RPB decision through the appropriate legal channels 3. Modify the project to eliminate the RPB's safety concern. The ExCom has decided to wait until the finding of fact has been prepared before determining any future action.
03/18/2014	The RPB was scheduled to meet on Wednesday March 12 th but the meeting was postponed until the 19 th because of inclement weather. The preliminary "finding of fact" has been received from Raymond's attorney and has been reviewed by the Island's attorney. In addition, I have received final invoices from the Engineers. <ol style="list-style-type: none"> 1. JAMM Engineering - \$7931.70 2. Jones Associate - \$352 3. Eaton Traffic Engineering -????? Have tried to get final invoice but I have not received it yet. However, we do have a credit. A motion was made by Mr. Nun to appropriate up to \$3500 from the LTTR to pay these invoices. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.
E-911 Addresses	
	ExCom
09/17/2011	Wayne has spoken with the State E911 coordinator. She has sent an E-911 map book which identifies all of the roads on the Island with the number ranges that they have on record. Wayne indicated the first step in the process was to review all of the roads that on the E911 map book for accuracy. This will probably extend into a winter project. For more information see the minutes of the 08-13-2011 meeting.
10/15/2011	No Change
12/03/2011	No Change
02/04/2012	No Change
04/28/2012	Wayne and John need to meet to identify the road names that are very similar and decide on new names. These, one approved by the ExCom, will be submitted to the State for inclusion on the 911 maps. Then the numbering can begin.
06/16/2012	No Change. Wayne is setting up a meeting with John Crosby, Chief Persson and Chief Beaulieu
07/14/2012	Wayne is trying to schedule a meeting with Chief Persson, Chief Beaulieu and John Crosby to review the information and the maps of the Island provided by the State.

08/18/2012	Wayne met with Chief Persson, Chief Beaulieu, & John Crosby. The Island maps provided by the State were reviewed it was determined that there were seven roads that might need a name change to eliminate potential confusion: <ol style="list-style-type: none"> 1. Leisure Lane (south of Sunset) change to Lake Shore Drive 2. Paddock Circle 3. Birch Road change to Blueberry Lane (to differentiate from Birch Circle) 4. Harbor Lane change to Poplar Road 5. Hillcrest Drive change to Foothill Lane to differentiate from Hillside and Hilltop 6. Hillside Drive to Mountain Road to differentiate from Hillcrest Drive and hilltop 7. Leap View Circle change to Cape View Circle to differentiate from Lake View Circle.
09/22/2012	No Change. Mr. Bond asked if the new street names had been finalized, he apparently is getting some disagreement on the names that were presented. Wayne stated that they were not and if there were other suggestions he would like to hear them.
10/20/2012	Wayne reported that he will assign new E-911 addresses to a map during the winter so that a public hearing can be held in the spring to discuss the numbering system and potential changes in street names.
12/01/2012	No Change
01/26/2013	No Change
03/23/2013	Wayne will hold a public information hearing when the Island opens to determine new street names for the ones that have been identified as needing changing to avoid confusion.
05/11/2013	We will combine the public hearing for this with the public hearing for the Ring Road presentation.
06/01/2013	Wayne opened the hearing by describing the need to develop a more conventional E-911 street numbering system. The first step in the process is to review all of the street / road names and change the ones that are so similar they could cause confusion. This has been done and we are accepting suggested name changes. Wayne is still receiving street / road names. The plan is to meet with Frye Island Fire and EMS / Police and Raymond to review the names that have been submitted and provide the ExCom with the final suggestions.
06/22/2013	No Change
07/27/2013	We met to discuss the street name changes required. It was determined that we could leave Leisure Lane as it is and accomplish the necessary identification by using numbered signs. The others are recommended as follows: <ul style="list-style-type: none"> • Hilltop – leave as is • Hillside – Running Hill Road • Hillcrest – Blueberry Lane • Birch Road – Hemlock Road • Harbor Lane – Poplar Lane A motion was made by Mr. Nun to accept the names changes as proposed. The motion was seconded by Mr. Thomas. Betsy Gleysteen mentioned that Lower South Beach Road should be changed as well. The Board agreed and suggested she discuss this with the other property owners on Lower South Beach Road and provide the suggestion to Wayne. Mr. Nun amended his motion to include the name provided by Ms. Gleysteen Mr. Thomas seconded the amended motion which passed with 7 votes in favor and 0 opposed.
08/24/2013	Wayne received a suggestion from an owner on Hillcrest to change the name to Blueberry Hill instead of Blueberry Lane, and a suggestion to rename the Lower South Beach Road to Beach Cove or Beach Cove Path. The Executive Committee saw no problems with the proposed names. Wayne stated that he hoped to get the system set-up over the winter.
09/13/2013	No Change
10/19/2013	No Change
12/12/2013	No Change

02/13/2014	Wayne has been in contact with the State of Maine and is starting the process.
03/18/2014	Have started renumbering the lots on a grand list spread sheet. Presently unable to edit the lot map.
Sebago Lake Projects	
ExCom - Wayne - John	
See previous meeting minutes for information prior to 06/22/2013	
06/22/2013	We have received a check for \$2557 which covers the material costs. Wayne will check on reimbursement for labor costs.
07/27/2013	Wayne has discussed this with the representative from Cumberland County and was informed that they don't normally include payment for labor costs but would consider some payment of actual labor costs as opposed to the standard costs that they provided. Wayne will work on getting this information to her.
08/24/2013	No Change
09/13/2013	No Change
10/19/2013	We have received an additional payment of \$2535.29 for the Town labor used on the completed projects.
12/12/2013	The Engineer from Cumberland County has reviewed the drainage project in the Recreation Beach area and we have been assured that there are still funds available so we can complete this project in the spring of 2014 with some reimbursement from Cumberland County.
02/13/2014	No Change
03/18/2014	No Change
Community Center Siding	
ExCom / John Crosby / Wayne	
See previous meeting minutes for information prior to 08/24/2013	
08/24/2013	The repair of the siding was discussed. It was determined that the siding should be repaired before the winter. A motion was made by Mr. Nun to appropriate up to \$20,000 from the Island Improvement Reserve to repair the siding on the Community Center. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed. Note: the repair is to include the purchase of enough new siding to replace all of the siding on the front of the building and use the removed siding to repair the rear and both ends.
09/13/2013	Tom Sibley has been informed that the project was approved and will finish the project before the Island closes for the season.
10/19/2013	Wayne has been told that it is doubtful that Tom Sibley will be able to repair / replace the siding this fall.
12/12/2013	No Change
02/13/2014	No Change
03/18/2014	No Change
Town Office	
Wayne / ExCom	
07/14/2012	The State requires that some municipal records be retained for less than a year while other records must be retained forever. With the exception of our lot files, which have been scanned, all other files are paper copies. We built storage racks in the back meeting room and the kitchen area of the Admin building and these areas are over flowing now. State law also requires that these records be maintained in a fire proof vault. We are investigating ways to better store our Town records and historical files. No action taken at this time
08/18/2012	Wayne indicated that there were a couple of lots adjacent to the golf course, and near the public works building that might support a new office building. The land was such that a daylight basement with access from Putting Hill Circle could serve as a record retention area and access from fairway lane could provide handicap access to the office. Wayne was directed to determine the square footage that would be required for a new office building.
09/22/2012	Wayne has received an estimate to construct a new office building for approximately \$125,000. Wayne also mentioned that a recent inspection of the administration building determined that the foundation / supports for the rear of the building were failing and in need of repair. It was determined that an engineer should be hired to analyze the situation and

	design a repair so we can solicit proposals. Wayne was asked if he had checked on the cost of a bond to fund these projects if they were bundled together. Wayne checked with the Maine Municipal Bond Bank (MMBB) and interest rates were between 3% - 4%. They only issue bonds twice a year. The deadline for the fall issue was already past. The spring issue required applications to be submitted by February. We will plan to get all of the project costs together so we can apply in February if the ExCom decides to apply.
10/20/2012	No Change
12/01/2012	No Change
01/26/2013	No Change
03/23/2013	No Change
05/11/2013	No Change
06/01/2013	No Change
06/22/2013	No Change
07/27/2013	Wayne showed the ExCom a draft sketch of an office that could be constructed on the sight selected adjacent to the Maintenance Bldg. Mr. Donohue suggested that a new office building should be considered as a part of the changes being discussed to the downtown area and the siding of the present admin office, store & café.
08/24/2013	Wayne has received a plan from Al Cuevas for the Town Office and Estimates of \$15,000 for the foundation and floor, \$25,900 for the framing (inside & out), \$5500 for the septic, and \$1600 for misc. issues. This totals \$48,000 but does not include the plumbing and electrical work. In addition, we have estimates to completely finish the inside including the plumbing, electrical, sheetrock, doors, flooring, heat/AC trim etc. with a 10% contingence for an additional \$60,000. Wayne will present the construction of a new Administration Building at the public hearing on Labor Day weekend.
09/13/2013	The proposed office was presented at the public hearing and will be included on the warrant for the Town meeting. Wayne has investigated potential financing options for the new office and the siding projects for the Community Center and the Administration Building. It appears the best option may be a loan from the Maine Municipal Bond Bank. Over a 20 year term for \$200,000 the interest varies from 3% to a high of 4.25%. A discussion followed about the concept of paying for these projects by getting a loan which would mean that future Islanders would bear some of the financial burden for these projects rather than requiring the present Islanders paying for this up front. If we use the Maine Bond Bank we will need to get a Bond Counsel to prepare the warrant article. Wayne will continue to work on this.
10/19/2013	A warrant article to borrow up to \$150,000 to construct a new municipal building passed at the October town meeting. The warrant article was amended to include the loan payment be made from the undesignated reserve. John Crosby mentioned that if time permitted the Public Works crew would start clearing the property this fall. We will also need to get a waste disposal system designed and permitted. Wayne stated that we could appropriate funds from the Administration Capital Reserve to fund the beginning of the project until we got the loan from the MMBB and then reimburse the Capital Reserve. A motion was made by Mr. McCarthy to appropriate up to \$5000 from the Capital Reserve to fund the project until we receive the loan. The motion was seconded by Mr. Donohue and approved with 7 votes in favor and 0 opposed.
12/12/2013	Wayne has downloaded the loan application from the Maine Municipal Bond Bank and will submit it before the February 2014 deadline.
02/13/2014	Wayne submitted the loan application prior to the February deadline. The loan request has been reviewed by the project manager but the full Board has not made a decision yet.
03/18/2014	Wayne spoke with the Project manager. The MMBB Board does not meet until March 19 th to approve the applications for the spring issue.

Apply vinyl siding to the Admin. Building		ExCom
06/22/2013	The repairs to the rear wall are complete. Proposals are being collected to side the building with vinyl siding.	
07/27/2013	No Change	
08/24/2013	It was decided that new windows for the second level and vinyl siding should be installed on the Administration Office. Mr. McCarthy made a motion to appropriate up to \$35,000 to install approximately 12 new windows on the second level and vinyl siding on the building. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed. Note: The areas under the porch where the ice cream counter is and the dining area will not be sided.	
09/13/2013	Tom Sibley has been informed that the project was approved. He will attempt to get the windows installed before the Island closes but the siding may need to wait until spring. Wayne was asked to get the project quoted using the shake siding as well as the clapboard style.	
10/19/2013	A warrant article to increase the appropriation an additional \$13,000 from the Island Improvement Reserve to install "Cedar Shake" style vinyl siding passed at the 10/12/2013 town meeting. In addition, a committee is being developed to determine the color to be used. The project will not begin until spring. However, the new windows for the upper level have been ordered. It was also mentioned that there was a broken window on the lower level and the door in the lower level should be looked at. Wayne reported that these would be looked at and taken care of at the same time if necessary.	
12/12/2013	Mr. Donohue reported that the siding committee was discussing the color of the siding to use and would contact Tom Sibley before the Island opened in the spring.	
02/13/2014	Mr. Donohue reported that the siding committee had been in contact with Tom Sibley, they are preparing sketches for the ExCom to review before the installation begins next season.	
03/18/2014	The ExCom reached the consensus that postponing the application of the siding until after the café has closed for the season.	
E-Ticket system		Wayne
08/18/2012	Mr. Potts discovered an error in the "to" & "from" the island data. This occurs because there are times when the time/date stamp reverts to 2009. Some of the data collected uses the server time stamp and some use the MD time stamp. The "to/from" data uses the MD time stamp. It was discovered that when the MD's loose power they default to 2009 and consequently the data doesn't appear as one would expect. All of the data is available in the system but I decided not to pay the developer to dig it out unless we needed it. On a daily basis we use the shift management data to review operations. On another note, we are looking into the next generation scanner. The existing MD's use the windows mobile operating system which is not being supported and is difficult to program. It still works but if we plan to continually improve the system we need to change these devices at some point. The developer has identified a "ruggedized" Android tablet device that could provide more versatility including the ability to read bar codes from i-phones, read different bar-codes, attach to credit card scanners etc., and it is less expensive than the MD's we are currently using. We plan to purchase one this year so we can test it before the season ends. Wayne also mentioned that a recent storm had taken out the Wi-Fi unit for the system. The device has been replaced but we don't yet know the cost. Mr. Donohue told the ExCom that the felt we should pursue the use of credit cards for ticket purchases. There are devices available that could connect to the scanning devices that will process credit cards. Wayne will look into these devices also.	
09/22/2012	No Change	
10/20/2012	No Change. However, Wayne has received inquiries from other ferry operators about the e-ticket system. The Chebeague Transportation Company has visited us twice and is very interested in a system similar to ours. The Town owns the software system that has been developed. Wayne will talk to the developers to identify compensation if others are interested in versions of our system.	
12/01/2012	Wayne presented the draft proposal from the system developers. The ExCom felt that the	

	agreement as proposed by the developers was not sufficient for the Town in light of the marketing possibilities by Starlit. Mr. Donohue and Mr. McCarthy agreed to work on a counter proposal to be presented to the developers
01/26/2013	We have reached a verbal agreement with Starlit. Wayne is waiting for the written agreement from Starlit.
03/23/2013	It appears that Chebeague has postponed any decision on the electronic ticketing system at this time. However, we are still looking into enhancements to our system including more versatile scanning devices and the ability to use credit cards to purchase ferry tickets.
05/11/2013	Wayne has forwarded information and specifications on more advanced scanners to the developer to review. Assuming they are compatible with our software and can provide the additional services we want, (read a bar code from a smart phone and accommodate credit / debit card purchases) we may purchase one for a trial.
06/01/2013	No Change
06/22/2013	Wayne stated that the system appeared to be working well and he didn't want to make any changes until after the high season.
07/27/2013	The operating system for the mobile devices (MD's) is Windows Mobile which is no longer supported. So we have options. The system is working well now but the MD's are wearing out from everyday use. New ones capable of reading bar codes from smart phones etc. cost about \$2000 each and we have 5 of them. In order to use the ruggedized smart phones we need to re-write the software using the android platform. I have asked for an estimate to re-write the software to compare the cost vs. purchasing new MD's.
08/24/2013	No Change
09/13/2013	The developer has determined that we would be better off to stay with the upgraded version of the mobile devices we now have. One has been ordered so that it can be programed and used before the Island closes.
10/19/2013	We have purchased one new unit as a trial and it has been in service for about a month. This unit is capable of receiving an adapter to accept credit cards. We have to review the wireless modem to insure it has the appropriate security capability when we start using credit cards.
12/12/2013	No Change
02/13/2014	No Change
03/18/2014	No Change
Opening and Closing the Island.	
	Wayne & John
05/11/2013	Mr. McCarthy stated that the process required to relocate the office in the spring and fall and the process to open and close the Island should be documented. Wayne said he would talk to John and they would work on it.
06/01/2013	Wayne has prepared a draft of the office move to the mainland. It has been distributed for comments.
06/22/2013	No Change
07/27/2013	No Change
08/24/2013	No Change
10/19/2013	Wayne will prepare the move from the Island to the mainland during this move.
12/12/2013	No Change
02/13/2014	No Change
03/18/2014	No Change
Recreation - Long Term Plan	
	ExCom
05/11/2013	The long term plan for recreation was submitted to the ExCom last year and tabled until the ExCom members could comment. To date we have not received any comments. In addition, I have a request from the Recreation Commission chair to develop the old tennis courts at Recreation Beach for volley ball, horseshoes, bocce etc. Estimated cost is \$1800 plus cost of DPW work to remove trees and roots, level area etc. Also have a request to reduce the height

	of the old chimney at the rec. area and modify it so it can be used safely including picnic tables and a deck around the chimney. Wayne has received comments from Mr. Thomas. Everyone agreed that the Recreation Commission did a great job developing the plan. Wayne was asked to invite the members of the Recreation Commission to the next meeting to discuss the plan. The plan will be updated based on the projects that have been completed, and the recommendations from the ExCom then be posted. Comments from the general public will also be considered. Wayne reported that he had a proposal from Mr. Crosby to complete the work requested at the Recreation area tennis courts for \$6000.00. A public hearing will be held before any construction is commenced in this area.
06/01/2013	The ExCom reviewed the Long Term Plan with Tom Bishop, chair of the recreation Commission. Tom was asked to update the plan as some of the recommendations have already been completed. It was determined by the ExCom that once the update of the plan is finished it will be presented at a public hearing before finalizing. The proposed development of the old tennis courts at the Recreation Area was also discussed. The ExCom felt that a public hearing should be held before this area was developed.
06/22/2013	No Change
07/27/2013	Mr. Thomas stated that Tom Bishop wanted to have a public hearing to present the proposed plan to renovate the old tennis courts for other recreational activities. This subject will be included in the public hearing scheduled for August 24 th .
08/24/2013	Tom Bishop presented a proposal to renovate the old tennis courts. In addition, Ted Charrette distributed a survey to solicit suggestions for future recreational activities. The ExCom decided not to do anything at this time to see the results of the survey.
09/13/2013	No Change
10/19/2013	We have estimates up to \$6000 to complete the renovations to the old tennis courts. The Public Works crew has started to repair the drainage around the fenced area. I have asked Cumberland County to review this project to see if there will be some funds available to offset our costs because repairing the drainage will mitigate the erosion at recreation beach. I request the Executive Committee appropriate up to \$6000 from the Recreation Reserve to repair the fence and renovate the old tennis court area. There is currently \$30,667 available in the Recreation Reserve. The Executive Committee has not yet approved the recreation plan and still wants to see the updated prioritized plan from the Recreation Commission. In the meantime the ExCom did agree to repair the fence at the Recreation beach tennis courts, the drainage around the courts and to place some sand so a volleyball court could be set up for next year. A motion was made by Mr. McCarthy to appropriate up to \$3500 from the Recreation Reserve to complete this work and to repair the pool table in the Community Center.
12/12/2013	No Change
02/13/2014	No Change
03/18/2014	No Change
MuniciPAY	Wayne / Executive Committee
06/01/2013	Wayne & Joe Potts attended a webinar with representatives from MuniciPay and Gorham Savings Bank. MuniciPay is a local company that provides a credit card / Debit Card / E-Check service to municipalities. The service is provided to municipalities at no cost to the municipality. However, if a resident elects to pay their taxes or any other fee for services with a credit or debit card, MuniciPay charges a 2.45% convenience fee based on the total dollar amount of the transaction. If they elect to pay using an E-Check there is a flat \$1.50 convenience fee charged regardless of the amount of the transaction. There is no requirement for a minimum number of participants. There appears to be no downside for the Town so Wayne will pursue this further.
06/22/2013	Wayne has spoken with the clerk for the Town of Sebago. They use the MuniciPAY system and they also have TRIO. They have been using it for a while and would recommend it to other. Wayne has notified Nationwide Payment Solutions to see what we need to do to implement

	the system.
07/27/2013	Wayne has received the applications and will complete them and send them in.
08/24/2013	No Change
09/13/2013	No Change
10/19/2013	The applications have been submitted. We plan to have the system available for tax payments this season.
12/12/2013	No Change
02/13/2014	We have received the hardware from MuniPay and we will train the clerks on the system when the Island opens.
03/18/2014	No Change. Mr. Bond has been asked if taxes could be paid using MuniPay and Wayne confirmed that they could be.
Congestion in the Downtown area	
ExCom	
07/27/2013	Wayne has received a number of complaints about the traffic and parking issues (lack of) in the downtown area, and a number of suggestions. After observing this last weekend it was suggested that the best solution might be the one proposed by Dick Norris to the Transportation Committee in 2009. This was discussed during petitions from the public. In addition, the lack of parking was discussed. Wayne will look into the feasibility of establishing an area for store and office employees to park in the recreation area. One of the issues to review is access to this area because it is believed Recreation Lane actually crosses private property.
08/24/2013	No Change
09/13/2013	No Change
10/19/2013	No Change. However, approval of the new municipal building will help eliminate some of the congestion once the building is available.
12/12/2013	No Change
02/13/2014	No Change
03/18/2014	No Change – This item will be removed until the new office is constructed and the situation can be re-evaluated.
Fire Department Equipment	
ExCom	
08/24/2013	We have been doing inventories of the equipment at the Fire Station. While there is some equipment that we doubt we would ever use, there is a need for turn-out gear. A good part of the existing gear is no longer certified. We need 12 sets of turn-out gear @ \$1450 each plus other equipment. I request that the ExCom appropriate up to \$40,000 from the Fire Department Capital reserve to purchase necessary equipment. We just learned that there is more work to be done on both fire trucks. One has a broken spring support that has worn through the exhaust pipe and both had so many valves leaking that the company couldn't do the required pump tests. In addition, engine 6 has radiator leaks and needs replacement. We hope to have a quote on the necessary repairs before the Saturday meeting. There is \$137,485 available in the Fire Dept. Equip Reserve. A motion was made by Mr. Donohue to appropriate up to \$40,000 from the Fire Department Equipment Reserve to make the necessary repairs and purchase the needed equipment. The motion was seconded by Mr. Walker and approved with 6 voted in favor and 0 opposed.
09/13/2013	We have scheduled appointments with 2 manufacturers of turn-out gear. It seems that with the exception of 4 sets, all of the gear is out of compliance. In addition, as we continue with the truck and equipment checks we find more and more issues that require correction. Hopefully the money appropriated at the last meeting will cover everything.
10/19/2013	Engine 6 has returned from the shop and is back in service. Engine 1 is now in the shop and is not expected back for 2-3 weeks. When we get it back we will lease it to the Town of Raymond for \$1.00 to be a back-up for the winter. With the lease, Raymond will be responsible for the insurance. We have also selected a supplier for the turn-out gear. 10 volunteers have been fitted for new equipment. There is a 60 – 90 day turn around so this equipment will be

	<p>ordered and purchased for the 2014 season. Wayne reported that Engine 6 recently came back from being serviced and it was determined that the pump would not draft from the dry hydrant at the ferry landing. The mechanic from East Coast feels that the problem is the wear rings on the pump and he will prepare an estimate for the repair. The pump test cannot be done until this repair is complete. Engine 1 is now at East Coast for service. We hope to get that truck serviced ASAP so that the pump tests can be done before the Island closes.</p>
12/12/2013	<p>The work on Engine 1 is complete and the truck has been leased to the Town of Raymond to be used as a backup for them. With the lease, their insurance will cover the apparatus as long as they have it. Both East Coast and Raymond report that the truck is now in excellent condition.</p> <p>Engine 6 is still at East Coast. Wayne reported that the required safety equipment was purchased for a total cost of \$23,897.16 which would be paid for from the \$40,000 appropriated at the August 24, 2013 meeting. In addition there were unexpected expenses to repair both fire trucks, (Engine 1 for \$6462.66 and Engine 6 for \$8775.82), that would be paid using most of the remaining \$16,116.54 from the \$40,000 appropriation. Mr. Bond reported that the front mounted pump on Engine 6 has been removed and will remain at East Coast over the winter for repairs. Engine 6 has been returned to the Island. Mr. Bond also commended the Raymond Fire Dept. and Chief Bruce Tupper for their help and support during the reorganization of the Frye Island Fire Dept. Raymond recently installed some new equipment on the pole provided by Frye Island at the mainland ferry terminal that should enhance the emergency communications between Raymond, Frye Island and Cumberland County. In addition, Mr. Bond also mentioned that with the reorganization the Island now had 10 -12 volunteer fire fighters that were on the Island full time in addition to those that were available on weekends and he commended John Crosby, Rich Purtell and Jean Johnson for their help and support.</p> <p>There was some discussion about the cost of property insurance on the Island and there was mention that the reason the costs were increasing was because of the recent upheaval in the Fire Department. However, Wayne stated that he had discussed this with the Town's insurance agent and was told it was because of the fact that the Island is uninhabited during the winter months. Mr. Bond did explain that some insurance carriers determined their risk based on a geographical area such as a county as opposed to a local area such as Frye Island. By using a zone average it helped to reduce the insurance costs assessed by some carriers.</p> <p>It was suggested that Mr. Bond be appointed as Fire Chief instead of Acting Fire Chief. Mr. Bond indicated that he and Wayne had a discussion about this when the initial appointment was made and at the time he preferred to be the Acting Chief, but with the help and support he has received would consider becoming the full Chief. Wayne said that this appointment was one of his duties and he would see that it happened as soon as the Island opened in the spring</p>
02/13/2014	No Change
03/18/2014	No Change. Mr. Bond reported he had been in contact with East Coast and they have all of the parts necessary to rebuild the pump for Engine 6.
Sprinkler for the Leisure Lounge	
ExCom	
08/24/2013	<p>We have a proposal for \$9870 to install the sprinkler system on all three floors of the Lounge building. The Golf Committee requests the Executive Committee appropriate up to \$10,000 from the island Improvement reserve to install the sprinkler system. There is currently \$123,645 available in the Island Improvement reserve. Mr. Thomas stated that he understood the ExCom would appropriate the funds for the sprinkler system outside those previously approved for the lounge renovations. All other ExCom members understood the funds from the sprinkler system were to be a part of the previously appropriated funds. A motion was made by Mr. Sutherland to appropriate up to \$10,000 from the Golf Reserve to install the sprinkler system, mandated by the Maine State Fire Marshal, in the Leisure Lounge. The motion was seconded by Mr. Nun. Following additional discussion the motion passed with 5</p>

	votes in favor and 1 opposed (Mr. Thomas).
09/13/2013	No Change
10/19/2013	Wayne explained that it was his understanding that the cooler was to be paid for from the Golf Equipment Reserve and the funds appropriated from the Island Improvement Reserve were to be used to fund the installation of the Sprinkler system. In order to do this, the cost to cover the construction of the cooler has been appropriated from the Golf Reserve and added as a budget adjustment to the renovation project. In addition, we have a proposal to repair the rear corner of the building and the deck, install vinyl siding and a new roof. This project was supposed to be funded from the money appropriated from the Island Improvement Reserve. Because there will not be enough money left in the renovation project these repairs will have to be paid for by the Golf Reserve. The ExCom will insist that these projects be completed as soon as possible in the spring.
12/12/2013	No Change
02/13/2014	No Change
03/18/2014	No Change
Ferry Rates for Delinquent tax payers.	
	ExCom
08/24/2013	The policy charging delinquent tax-payers the full rate to use the ferry was discussed. We had this policy in place before but it was discontinued approximately 3 years ago. The ExCom agreed that the policy should be reestablished. Wayne suggested that the policy go into effect for the next season and be triggered by the lien process. When a property is liened because on the non-payment of taxes, the property owner would also lose the right to purchase discount ferry tickets.
09/13/2013	The ExCom decided to reactivate the policy requiring that Islanders that purchase discount ferry tickets be "In Good Standing". The policy, which will be in effect for the 2014 season, will be triggered when a lien is placed on a property and remain on the property owner's account until the lien has been discharged.
10/19/2013	No Change
12/12/2013	No Change
02/13/2014	No Change
03/18/2014	No Change
Instant Alert Program	
	Wayne / ExCom
09/13/2013	Wayne presented a program offered by Honeywell to alert subscribers of pending issues. The ExCom directed Wayne to investigate it further and determine the costs.
10/19/2013	The program has an annual cost. Wayne has asked for a prorated cost because of our seasonality. We are waiting for that cost.
12/12/2013	Wayne reported that he had never heard from the Honeywell representative but would attempt to contact her and establish the cost of the system before the next meeting.
02/13/2014	Mary Jo Saunders reported that she had heard of a system better suited to municipalities and will get the information and forward it to the Town.
03/18/2014	Wayne mentioned that he was looking into an alert system called Nixle and had some questions regarding the cost and how the municipality would send alerts. Mr. Bond mentioned that "Nixle Alert" was used in his home town and he would check to see how we could enroll.
Managers Search	
	ExCom
12/12/2013	Need to determine the search committee and establish the schedule and the process for interviews going forward. Following return from Executive Session, the following motion was made by Mr. McCarthy: <ul style="list-style-type: none"> To establish the 6 members of the Executive Committee to be the final selection committee for the new Town Manager.

	<ul style="list-style-type: none"> • To establish the number of advisors to the search committee to 3 • The Selection committee and advisors will reduce the list (20 applications) of applicants to no more than 5 based on submitted information. This should be done by January 31, 2014. • To establish the rules and questions for the telephone interviews no later than January 31, 2014. • To conduct telephone interviews with the selected applicants during the month of February and reduce candidates to no more than 3 applicants. • The selection committee should conduct final personal interviews with the 3 applicants in March. • A quorum of the Executive Committee members should rank the final 3 applicants and approve the terms of the employment offer which will be delivered and negotiated by the Selectmen in April. • Recommend appointing Roger Stenz, Michelle Carr and Town Manager Wayne Fournier as advisors based upon a review of volunteer experience and involvement in Island activities. <p>The motion was seconded by Mr. Walker and approved with 5 votes in favor and 0 opposed.</p>
02/13/2014	Wayne confirmed with the Town Attorney that all of the discussions about the candidates could be done in Executive Session. However, any decisions had to be completed in open session. 22 Applications were forwarded to the Search Committee members. Each member was asked to narrow the candidates down to 5. The next step in the process will be discussed at this meeting.
03/18/2014	The Search Committee has reduced the pool of applicants to 3 and has begun telephone interviews. A meeting of the Committee has been scheduled for Thursday March 20 th .
SAD 6	ExCom
12/12/2013	A meeting to interview potential consultants will be held on Tuesday December 10 th . The attorney representing the Town of Standish had indicated that Frye Island needed to insure that the State Legislature would allow Frye Island to withdraw from SAD 6 before going too far in the process. Wayne agreed to talk to the attorney for suggestions.
02/13/2014	Standish had a special town meeting to approve the funds to contract with the consultants to perform the feasibility study. Unfortunately, the vote denied the funding and Standish will not be participating in the feasibility study. Betsy Gleysteen informed the ExCom that some residents from the Town of Windham had prepared an application to establish a charter school and this may present an opportunity for Frye Island to join with them on this project. She will attempt to get some contact information and forward it to Wayne. In addition Reba Orszag stated that she would attempt to get some information from the State board of education.
03/18/2014	Betsy informed me that she contacted the committee in Windham that was going to apply to establish a Charter School had decided against it at this time. I have not heard yet if Reba Orszag was able to make any contacts with the State Board of Education.

Amend the Town Charter to change the Annual Meeting Date.	ExCom
	<p style="text-align: center;">Charter Amendment Schedule</p> <p>02/13/14 Selectmen vote that an amendments to the Town Charter defining the change in Town Meeting date should be considered and a public hearing to be held at the Community Center starting at 9am on Saturday May 24th, 2014 and select a date for a special Town Meeting to vote on the Charter amendment.</p> <p>March Town Manager to publish a Notice of the Public Hearing in the Annual Report / Winter News Letter, the FINS and on the Island bulletin board. The notice must contain the text of the proposed amendment (Requirement: Done at least 7 days before Public Hearing).</p> <p>05/24/14 Hold the Public Hearing at 9am in the Community Center, conducted by the Selectmen. An ExCom meeting will be scheduled immediately following Public Hearing.</p> <p>05/24/14 Selectmen vote to place the Amendment to the Town Charter on a Warrant for the Special Town Meeting (Requirement: Vote done within 7 days after the Public Hearing; Town Meeting must be at least 30 days after vote).</p> <p>???????Town Manager to publish the Warrant Article for the Amendment to the Town Charter in the FINS and on the Island bulletin board, and make copies available to the voters (Requirement: Done at least 2 weeks before the Town Meeting).</p> <p style="padding-left: 40px;">Town Manager to publish the Notice of the Town Meeting election on the Amendment to the Town Charter in the FINS and on the Island bulletin board (Requirement: Done at least 4 days before the Town Meeting).</p> <p style="padding-left: 40px;">Conduct the Special Town Meeting with the Warrant Article on the Amendment to the Town Charter; vote is to be done by Secret Ballot (Requirement: A majority of YES votes is required to pass; the total number of votes must be equal or greater than 30% of the total votes cast in the last gubernatorial election).</p> <p style="padding-left: 40px;">Selectmen vote to determine the effective date of the Town Charter Amendment (Requirement: Date can be no later than the first day of the next municipal year).</p>
02/13/2014	<p>Wayne stated that the schedule listed in the agenda was to provide talking points only and did not reflect and actual schedule. After a considerable amount of discussion, it was determined that Memorial weekend was the preferred weekend to hold a public hearing to present the proposed amendment to the charter in order to insure all of the scheduling requirements could be met. State statutes define a very specific schedule of events in order to amend a Charter. It was also decided that holding the public hearing later in the day would be considered to provide an opportunity for better attendance. A motion was made by Mr. Nun that an amendment to the Town Charter, defining a change in the date when the Town meeting is to be held, should be considered and a Public Hearing be held at 2:00PM on Saturday May 24th at the Community Center to discuss the details of a potential amendment. Furthermore, a Special Town Meeting will be scheduled for Saturday July 5th to vote on a warrant article to amend the schedule date for the annual Town Meeting. The motion was seconded by Mr. Walker and approved with 3 votes in favor and 0 opposed. <i>State statutes identify the selectmen as the governing entity when proposing amendments to the Town Charter</i></p>

	<i>therefore only the selectmen voted on this motion.</i>
03/18/2014	No Change
Recreation Directors Position Wayne	
02/13/2014	Wayne has asked the Recreation Commission to participate in the search for a new Recreation Director. Nancy Donio informed the ExCom that we originally had 2 applicants. However, one of those withdrew leaving only one applicant. Since then we have heard that a couple of more people might be interested. Wayne was asked to advertise in the Winter Fins and on the Frye Island web-site to see if there are other possible candidates..
03/18/2014	The position has been advertised on the web-site and on Chief Beaulieu's Island Facebook page.
Golf & Recreation Liaisons ExCom	
02/13/2014	We have always had a representative from the ExCom act as Liaison to some of the Island committees. With Mark Thomas' departure from the ExCom we no longer have a liaison with the Golf Committee and we need one for the Recreation Commission. Mr. Bond is the liaison for the Marina Committee. We need a volunteer for Golf and Recreation. Mr. Nun said that he would be the Golf liaison on an interim basis. Ms. Beaulieu said that she would consider the liaison for the Recreation Commission.
03/18/2014	Mr. Nun has agreed to serve as the liaison to the Golf Committee, at least on an interim basis, and Ms. Beaulieu has agreed to serve as the liaison with the Recreation Commission.
Committee reports for the Annual report Wayne	
02/13/2014	Wayne will need the committee reports for the annual report no later than 8th
03/18/2014	Wayne reported that he was still waiting for a few reports.
Frye's Leap Liquor License Wayne / ExCom	
03/18/2014	A motion was made by Mr. Sutherland to waive the Public Hearing and to authorize the Town Manager to execute the application on behalf of the Town. The motion was seconded by Mr. Walker and approved with 6 in favor and 0 opposed.
Ferry Policy ExCom	
03/18/2014	The ExCom agreed that there were grammatical / typographical errors but there were no substantive changes required. Mr. Sutherland agrees to forward the changes to Ms. Ilich and Mr. Crosby so they could edit the policy. A motion was made Mr. Bond to approve the policy with the non-substantive revisions identified by Mr. Sutherland. The motion was seconded by Mr. Donohue and approved with 6 votes in favor. Mr. McCarthy had reviewed the policy and agreed with the substance of the policy.
Raymond Rescue Unit ExCom	
03/18/2014	Chief Beaulieu had been informed by Chief Tupper from Raymond that they would be disposing of their Rescue #2 and he thought we could have 1st refusal if we were interested. The ExCom agreed that we should consider it but we would not make a decision at this time. Chief Beaulieu and Chief Bond would check it out and proceed from there.
REPORTS / APPROVALS	
Meeting Minute Approval: There was some discussion about the returnables received at the transfer station. It was agreed that the Transfer Station employees should get some credit for their efforts with the returnables in the FINS. It was agreed that Wayne would amend the meeting minutes to identify that the transfer station employees would get credit and the recipient identified in the weekly FINS. A motion was made by Mr. Nun to approve the minutes as amended. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.	
Treasurers Report: The financial reports were sent to the Board. Wayne reported little activity for the 1 st couple of months. Wayne also reported he was in the process of reconciling the reserves as reported in Trio and the history spreadsheets.	
Golf Report: No Report	
Marina Report: No Report	

EXECUTIVE SESSION
None
ADJOURN
A motion was made by Mr. Bond to adjourn the meeting at 8:39 PM. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.