



MEETING AGENDA FOR THE
SELECTMEN /EXECUTIVE COMMITTEE
MEETING 08/15/2014

TOWN OF FRYE ISLAND

START	END	NEXT MEETING	NEXT TIME	NEXT MEETING LOCATION
		September 27,2014	8:00 AM	Community Center
ATTENDANCE				
EXECUTIVE COMMITTEE: (Roll call)				
The following members were present:		Town Manager: Gary Donohue		
John Nun – Selectman		Town Clerk : Marie Tedford		
Celeste Beaulieu - Selectwoman		Treasurer: Wayne Fournier		
		Others in attendance:		
Dave Bond		Jim O'Connor, Larry Pilotte, Rod Beaulieu, Rich Purtell,		
Tim McCarthy		Becky Limauro, Frank Limauro,		
Gary Donohue		Brian Riley, Betsy Gleysteen, Jackie Ossi		
NOTE: Italics refers to minutes of the 8-15-14 meeting				
PETITIONS FROM THE PUBLIC				
<p><i>Update website with all current meeting minutes. Must be recognized that we have a volunteer webmaster.</i></p> <p><i>Discussion on Executive Committee requirements for service.</i></p> <p><i>Discussion on approval of Warrants and number of meetings.</i></p> <p><i>Discussion on recordings of meetings and the expense of purchasing necessary equipment.</i></p> <p><i>A discussion on the Ring Road project/permit process still pending.</i></p> <p><i>Question regarding the frequency of Planning Board meetings and the need for volunteerism.</i></p>				
OLD BUSINESS				
Business Item			Responsibility	
Conceptual Plan for Willis Property – Transportation Committee			Wayne/Transportation Committee	
See previous meeting minutes for information prior to 05/17/2014				
05/17/2014	The appeal was filed with the Cumberland County Superior Court prior to the 30 day window expired. At the same we requested a stay on the whole process to give time to review all of the possible options. The Town of Raymond agreed to a 90 day stay and on April 25 th , the Court approved the stay. Unfortunately, the timing to resubmit an addendum to our application isn't favorable to the Island. The deadline to have information to the Raymond Planning Board May meeting was in April. The deadline for the June meeting is May 16 th . The stay expires on July 25 th . We do have an optional plan that includes a turn lane from the Cape Road to the Ferry access road. This plan also includes the parking area with access to and from the parking area on Quarry Cove Road. There would be only foot traffic crossing the Cape Road from the parking area.			
05/31/2014	After considerable discussion the ExCom decided to continue the appeal process. A motion was made by Mr. Nun to appropriate up to \$30,000 from the Long term Transportation Reserve to continue the appeal process. The motion was seconded by Mr. Bond and approved with 7 votes in favor and 0 opposed. However, Wayne was instructed to hold the meeting that was scheduled with the Raymond Town staff to discuss the alternate plan that was developed by Mark Gray.			

06/13/2014	Wayne and Mark Gray met with the Raymond Town staff to discuss the alternate plan on Wednesday June 13 th . The results of this meeting will be discussed at this meeting.
8/15/2014	Since the prior meeting Gary Donohue, Mark Gray, Wayne Fournier, Barbara Lovell, Thomas Ewig and John Bandera, from the Friends of Raymond Cape, met and came to common ground on the intent of the new Frye Island Park and Ride facility. Frye Island filed for a new permit for a different Park and Ride facility plan designed by Mark Gray to facilitate the sensitivity of the Friends of Raymond Cape. At the public hearing it was requested by the planning board to do a site walk and this took place 7/23/14. James Seymour, a Raymond planning consultant, Gary Donohue, John Nun and John Crosby as well as Raymond's Planning Board and other Raymond Department Heads were in attendance. Frye Island is on the Raymond Planning Board agenda for 8/20/14 at 7PM. <i>Still pursuing a permit on the new designed plan.</i>
E-911 Addresses	
ExCom	
See previous meeting minutes for information prior to 05/31/2014	
05/17/2014	Plan to complete the renumbering in the next couple of weeks so the list can be submitted to the State. Have discussed the whole process with the State NG 911 (Next Generation 911) coordinator and will need to make a few adjustments. Wayne reported that he had a meeting scheduled with the State coordinator on Tuesday (05/20) to discuss some of the issues that arose in the process. He will have more information after that meeting.
05/31/2014	Wayne met with the State coordinator and learned that the State had a computer program that would scale off the lots and assign numbers according to the normal convention. It was decided that the best time to implement the new numbering system was when the Island opened in the spring of 2015. Mr. McCarthy suggested that we tell the State to begin the process. Wayne explained that we did ask the State to begin the process but it was determined that we should implement it in the spring.
06/13/2014	No Change
8/15/2014	After discussion with public safety it was decided to delegate this to Police and Fire with cooperation from DPW. Public Safety has completed the 911 numbering system. <i>New addresses have been issued and discussion took place about issuing them in the Fall tax bills. Each property requires a standard size and color sign to identify it. Discussion on how to get these posted on each property took place with thoughts that they would be placed by the town on each property, but no decision was made to proceed.</i>
Sebago Lake Projects	
ExCom - Wayne - John	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	John Crosby reported that he received word from Cumberland County that the funding deadline had been extended until late summer and the engineer is working on a drainage plan for us for the Recreation Beach area.
05/31/2014	No Change
06/13/2014	No Change
8/15/2014	No Change
Community Center Siding	
ExCom / John Crosby / Wayne	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	Work is in process.
05/31/2014	No change
06/13/2014	No Change
08/15/2014	Siding is melting at lower corners. More research is needed to determine the proper treatment of this. John Crosby will make a recommendation. <i>No discussion</i>
Town Office	
Wayne / ExCom	
See previous meeting minutes for information prior to 05/17/2014	

05/17/2014	The consensus of the Executive committee was to construct the new municipal office using the funds from the general fund balance as directed by the vote at the October 2013 town meeting. The loan was approved at a TIC rate of 2.084%. The funds used from the fund balance will be reimbursed by the MMBB following completion of the building. Wayne reported that the foundation had been installed and some of the framing materials for the first floor had been delivered. He also reported that he was going to schedule a meeting with the Fire Marshal's office to review the plans for ADA compliance and to get the necessary permits. Wayne also explained that when we received the loan from the MMBB the loan was received conditionally because of the Towns plan to construct the majority of the building using volunteers which has worked very well for Frye Island in the past. There were basically 2 options. One, we hire an independent project manager to oversee the construction at the Towns expense; or two, we pay for the construction using our own funds and then get reimbursed from the MMBB. Because the Town Meeting vote determined that the New municipal building should be paid for using money from the fund balance the ExCom determined the less costly way to pay for the construction using money from the fund balance and then to repay the fund balance when the money was received from the MMBB. A motion was made by Mr. McCarthy to ratify the ExCom's previous decision to fund the construction of the new municipal building using the general fund balance which will be reimbursed by a loan already approved by the MMBB once construction is complete. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.
05/31/2014	Wayne made an appointment with the Fire Marshal's office to review the plans but there was nothing available until June 11 th .
06/13/2014	No Change
8/15/2014	Plans have been certified, permits are in place and construction of the new Town Hall are underway. <i>Paul Kimball has been awarded the bid to do the plumbing.</i>
Apply vinyl siding to the Admin. Building	
ExCom	
See previous meeting minutes for information prior to 03/18/2014	
03/18/2014	The ExCom reached the consensus that postponing the application of the siding until after the café has closed for the season.
04/10/2014	No Change
05/17/2014	No Change
05/31/2014	No Change
06/13/2014	No Change
08/15/2014	The siding committee has had two meetings, Al Cuevas has volunteered to help in the design of the new windows and siding. <i>No discussion</i>
E-Ticket system	
Wayne	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	We are working on an application for the use of credit / debit cards. We know have 5 mobile devices used for scanning. 4 of those are the original ones purchased 3+ years ago. They are wearing out because of the constant use. I am requesting the ExCom appropriate up to \$10,000 from the Ferry Capital Reserve to purchase 4 new mobile devices for the ferry service. There is presently \$273,831 in the Ferry Capital Reserve. A motion was made by Mr. McCarthy to appropriate up to \$10,000 from the Ferry Capital Reserve to purchase 4 new MD's / scanners. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.
05/31/2014	The devices have been ordered.
06/13/2014	The new devices have been received and are in use. This agenda item will be deleted.
Opening and Closing the Island.	
Wayne & John	
See previous meeting minutes for information prior to 05/17/2014	

05/17/2014	No Change.....This process may change with the new municipal building. Mr. McCarthy explained that it would be beneficial to have procedures detailing the processes necessary to open and close the Island. John Crosby said that he wouldn't have the time to complete this during the season but would be able to after the Island closed.
05/31/214	No Change
06/13/2014	No Change
08/15/2014	Discussions are taking place on who will assist us in moving the server and phone system over for the winter. <i>No decisions. Discussed the need for a VPN for information access over the winter months.</i>
Recreation – Long Term Plan	
ExCom	
See previous meeting minutes for information prior to 10/19/2013	
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
04/10/2014	No Change
05/17/2014	No Change
05/31/214	No Change
06/13/2014	No Change
08/15/2014	Recreation beach tennis court area is done and volleyball net is needed. Cumberland County soil conservation grant for drainage needs to be completed and submitted for reimbursement. <i>No Decision</i>
MuniciPAY	
Wayne / Executive Committee	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	We are in the process of finalizing the item codes that we will be using with the representative from MuniPay. We are trying to schedule the required training.
05/31/2014	Wayne has a number of calls in to schedule the training but the calls have not been returned yet
06/13/2014	The training has been scheduled for Friday June 13.
08/15/2014	On hold due to orientation of new office staff. Spoke to MuniPay and will have another training session after the high season. <i>PayPort is another credit card system which may be more efficient for our use since there is a Trio Software interface. Will research this further.</i>
Ferry Rates for Delinquent tax payers.	
ExCom	
See new business	
Amend the Town Charter to change the Annual Meeting Date.	
ExCom	
See previous meeting minutes for information prior to 05/17/2014	

05/17/2014	The public hearing will be held Saturday May 24 th at 2:00PM at the Community Center. Should this proposed amendment become a warrant article, the only voters eligible to vote on its passage will be the "Town "voters.
05/31/2014	A motion was made by Mr. Nun to hold a special town meeting on July 19 at 9AM in the Community Center to vote on the proposed charter amendment. The motion was seconded by Mrs. Beaulieu and approved with 3 votes in favor and 0 opposed. By statute, only selectmen are allowed to vote on issue related to charter amendments.
08/15/2014	Results of the election were 28 No votes to 16 Yes votes to move the annual Town meeting to August. The meeting will remain in October. This item is closed.
Raymond Rescue Unit	
ExCom	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	No Change. Mr. Bond reported that Engine #6 was repaired by East Coast but while testing the pump the PTO transfer case failed and is being repaired. He also mentioned that the irrigation pump for the golf course, which also provides the primary source of water to fill the fire trucks, had failed and has been removed for repairs.
05/31/2014	There has been no change with the Raymond Rescue Unit. Engine #6 has been repaired and returned to service.
06/13/2014	The Raymond Rescue unit will become available in July. The ExCom needs to appropriate \$20,000 from the Fire Dept. Reserve to purchase the unit from Raymond.
08/15/2014	<i>Ambulance is being painted and we should have it by year end.</i>
NEW BUSINESS	
-The Board had decided for people in arrears on taxes to charge them the 2 nd tier ferry rate. However, we have discovered a glitch in the code in the software. The Manager and the Clerk will discuss this with you at the meeting. <i>The software has a glitch and the 2nd tier price is not being charged using the ferry card for those designated as delinquent taxpayers. The price to rewrite the software was quoted at roughly \$5000. A recommendation was made to revert back to the old method and charge the same price for all property owners, even if in arrears. All voted in favor.</i>	
-Larry Pilotte gave us a proposal for a diver assisted suction harvester which would increase our reduction of milfoil by three times what we are currently doing. <i>Larry Pilotte presented information on his current milfoil cleanup methods in Long Beach Marina. A motion was made to appropriate \$4000 from the Marina Reserve Funds to build a D.A.S.H.(Diver Assisted Suction Harvester) machine. This will allow cleanup of 3 times the amount per hour. All voted in favor.</i>	
-Bob Sutherland is presenting a change for a late run ferry. Ferry Policy line item 17-00 and 17-001. <i>Further discussion will take place at 9/27/14 meeting when Bob Sutherland is present.</i>	
-Garden Club has proposed a Fairy Garden for the recreation area. <i>Garden Club would like to create this in the Recreation Beach wooded area. This will be brought to the Recreation Commission to evaluate the proposal.</i>	
-Would like to explore the potential of outsourcing payroll to a 3 rd party provider. <i>Will be researched further and results presented at the 9/27/14 meeting.</i>	
-There is a module that exists in Trio for the interface to the Inland Fisheries and Wildlife System we use for Boat Registrations. This would be more efficient by eliminating double entries. Will research what cost involved will be. <i>Will research exact costs and present at 9/27/14 meeting.</i>	
-Requesting additional funds for in house Trio training for entire staff. <i>Exact number of hours will be determined before next meeting and cost presented.</i>	
-SAD 6 School Funding <i>Gary Donohue reported on the discussions and contacts with State Senators and Representatives regarding a change in the school funding formula for Frye Island. Visits were scheduled for them to tour Frye Island and discuss the issue.</i>	
-Community Center Front Doors. <i>Doors were in need of replacement to properly secure the building. A motion was made to replace the doors for \$3349 with funds to come from the Administrative Capital Reserve Fund. All in favor.</i>	
-Budget Draft. <i>Treasurer presented work in progress on the Draft Budget.</i>	

-Golf Course Rates for 9 holes <i>Tim McCarthy will be the liaison between the Executive Committee and Golf Course Committee. He will report on the recommendations from the Golf Committee meetings.</i>	
-Project Detail to Financial Coordinator when new project is approved. <i>Detail will be written up upon approval for tracking of project expenses.</i>	
-Approval process for use of funds raised in fundraising activities <i>No discussion</i>	
-Board of Appeals Litigation-Lot 273 <i>Decision was received and presented</i>	
-Review protocol for Employee Contracts <i>Discussed what positions require an employee contract as stated in the employee handbook.</i>	
OTHER NEW BUSINESS	
REPORTS / APPROVALS	
Meeting Minute Approval:	
Treasurers Report:	
Golf Report: Tim McCarthy from the ExCom is now the liaison for the Golf Committee.	
Marina Report:	
EXECUTIVE SESSION	
Personnel issues	
ADJOURN	