



MEETING MINUTES FOR THE
SELECTMEN /EXECUTIVE COMMITTEE
MEETING 6/19/15

TOWN OF FRYE ISLAND

START	END	NEXT MEETING	NEXT TIME	NEXT MEETING LOCATION
				Community Center
		Conference Call	1-866 576 7975	Access Code 777678
ATTENDANCE				
EXECUTIVE COMMITTEE: (Roll call-Conference Call)				
The following members were present:		Town Manager: Gary Donohue		
Celeste Beaulieu		Town Clerk : Marie Tedford		
John Nun		Treasurer: Wayne Fournier		
Ron Cedrone, by phone		Others in attendance: Daniel Walker, Preti Flaherty		
Bob Sutherland		Betsy Gleysteen		
Tim McCarthy		Jim O'Connor		
John Schutz		Frank Limauro		
		Mark Thomas		
		Greg Tedford		
		Jim Hodge		
PETITIONS FROM THE PUBLIC				
<p>Preti Flaherty made a presentation to the Board explaining the status of the school legislation and what the next steps will be. Discussed various options for the negotiations with SAD6.</p> <p>Betsy Gleysteen read a statement explaining her position on the Park and Ride and discussed the possibility of an engineering plan for a new ferry.</p> <p>Frank Limauro spoke that he felt the Park and Ride was out of control and wanted to know where this was going.</p> <p>Jim O'Connor expressed regret that the Town Meeting was still in October when a lot of residents were not here.</p>				
OLD BUSINESS				
Business Item			Responsibility	
Conceptual Plan for Willis Property - Transportation Committee			Gary/Transportation Committee	
See previous meeting minutes for information prior to 1/8/15				
1/8/2015	Raymond Planning Board meeting has been postponed to January. Meeting will be on Wednesday, January 14, 2015. Mark Gray will attend and hopes to bring it to a vote.			
3/5/2015	The Raymond Planning board has issued a permit for this project to the Town of Frye Island at their February meeting. The future of this project is now back in the hands of the residents to decide at a Town Meeting. Discussed the need to have an estimate of how much the project going forward would cost. This estimate would come from Mark Gray.			

5/15/15	Permit from Raymond approved 4-8-15 with a 2 year expiration. Discussed getting an estimate from Mark Gray to determine the cost of the Park and Ride so this could be presented at the next Town Meeting. Tim McCarthy made a motion and John Nun 2 nd it for Gary to contact Mark Gray to do an office estimate to do the Cape Road work, parking lot work and electrical work and appropriate up to \$2000 for this. 6 in favor, 1 abstained.
6/19/15	John Schutz made a motion to transfer \$2250 from the Long Term Transportation Reserve to cover remaining outstanding bills. Celeste Beaulieu 2 nd . All in favor. There will be a meeting of the Raymond Planning Board on June 29, 2015.
E-911 Addresses	
ExCom	
See previous meeting minutes for information prior to 1/8/15	
1/8/2015	Research has been done and a request needs to be made to approve up to \$12,000 from the Island Improvement Reserve. A motion was made by Bob Sutherland and seconded by Ron Cedrone to approve up to \$12,000 from the Island Improvement Reserve for E911 address signs. (This \$12,000 replaces the \$10,000 approval from the 10/18/14 meeting.) All in favor.
3/05/2015	Signs will be purchased and installed by the Frye Island Department of Public Works. Discussed need for a Frye Island Zip Code.
5/15/15	Signs are currently being installed by DPW. For public utilities residents should continue at this point in time to use their Lot numbers. For mail the Lot number should continue to be used also. Some of the addresses need to be corrected after DPW installed signs and found some issues. They will need to be fixed in the State database by Erica Sterry in Augusta.
6/19/15	Krainin has an intern working for them that will create a map for Frye Island of the new E911 lot numbers. Gary Donohue will meet with Erica Sterry to get corrections made to the E911 numbering.
Sebago Lake Projects	
ExCom -Gary- 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
09/20/2014	
09/27/2014	No change
10/18/2014	No change
1/8/2015	No change
3/05/2015	No change
5/15/15	No change
6/19/15	No change
Community Center Siding	
ExCom / John Crosby / Gary	
See previous meeting minutes for information prior to 05/17/2014	
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. No discussion.
09/20/2014	
09/27/2014	No change
10/18/2014	No change
1/8/2015	No change
3/05/2015	No change

5/15/15	No change
6/19/15	No change
Town Office	
Gary/ ExCom	
See previous meeting minutes for information prior to 01/8/15	
1/8/2015	Project will resume when the Island reopens.
3/05/2015	No change. Discussed timing of when the new Town Hall might be complete. The move would most likely be after Labor Day.
5/15/15	Progress in preseason with volunteers, siding is almost complete. The wiring is in, insulation complete and the sheetrock will be up soon.
6/19/15	The New Town Hall is sheet rocked and wired. Question remains as to the type of phone system to install.
Apply vinyl siding to the Admin. Building	
ExCom	
See previous meeting minutes for information prior to 10/18/2014	
10/18/2014	Due to time constraints with the new Town Hall this project will be addressed next season.
1/8/2015	No change
3/05/2015	No change
5/15/15	No change
6/19/15	No change
Opening and Closing the Island.	
Gary & John	
See previous meeting minutes for information prior to 1/8/15	
1/8/2015	VPN was setup. Does not work with Trio because of the internet speed. It works to access shared files on the server. Gary Donohue suggested using "Team Viewer" instead of a VPN in the future for the Treasurer, Town Manager and Town Clerk. The cost is \$700 each for a lifetime fee.
3/5/2015	No change. Considering looking into the cost of a cable line again with Time Warner. Discussed a Fairpoint upgrade on the island.
5/15/15	IT issues opening the island. Working on contract with new IT firm to handle both office and ferry IT. See Systems Architecture discussion.
6/19/15	No discussion
Recreation - Long Term Plan	
ExCom	
See previous meeting minutes for information prior to 1/8/2015	
1/8/2015	Emailed Nancy Donio requesting an update from the Recreation Commission. Nancy Donio provided a written summary report for the year 2014 of the Recreation Commission activity which was very well received by the Committee. She also submitted the most recent draft of the Recreation Long Term Plan. A request was made by the Committee to update and prioritize the Long Term Plan items and provide a schedule of anticipated costs associated with the items. In addition a calendar to start the season was requested so that additional activities could be scheduled and not be in conflict with other scheduled events. A Fitness Center proposal was presented and the committee made a request for the budgeted revenue and expense detail. Also they requested clarification of the insurance needs and costs.
3/5/2015	Fitness Center questions from the BOS/EXComm were presented to Recreation Committee regarding the proposal submitted. Insurance coverage for the Fitness Center was researched.

	The Community Center is owned by Frye Island Inc. Discussion regarding the possibility of the space being leased to operate the Fitness Center is necessary. BOS/EXComm will discuss the town requirements and restrictions. Discuss Fitness Center and who would remodel space, the costs associated with the remodel and which space will be included. Schedule of recreation events scheduled for the 2015 season will be submitted to include in the Winter Newsletter. Schedule of events was included in the Winter Newsletter. No discussion.
5/15/15	Anna Donio is the new Recreation Director. No discussion.
6/19/15	No discussion
Trio Interface /Training	
	See previous meeting minutes for information prior to 1/8/2015
1/8/2015	No change. Discussed the number of hours that would be needed for this and the cost. Marie Tedford thought a full day of training at Frye Island would be the most efficient use of Trio personnel which would allow all of the office employees to participate and benefit from the training. Also discussed possible use of a payroll service even if there would not be an interface with Trio.
3/5/2015	Received quote from Trio for the Inland Fisheries and Wildlife Interface and a Payport interface. Requesting a full day of training for various Trio modules which would be 8 hours of training. (Quote to be provided) Requesting Inland Fisheries interface at a cost of \$250 plus \$150 per year of support. Discussed that the Moses/Trio interface can be implemented without Board approval.
5/15/15	Discussed whether Trio will work in the Cloud if we were to go this route instead of a server on location. Currently doing in house cross training and then Trio will be called in.
6/19/15	No discussion
SAD 6	
	See previous meeting minutes for information prior to 1/8/2015
1/8/2015	Conference call 12/8/2014 with attorney. The Cloture(bill submission) deadline is January 2 nd and Gary Donohue and Dan Walker from Preti Flaherty will meet with State Senator Bill Diamond as soon as possible to discuss sponsoring a bill. A bill has been submitted to the Legislature, LR619. "An Act To Provide Fairness To The Member Municipalities Of Certain School Administrative Districts". The Town of Newry joined with Frye Island looking for the same type of school tax relief. Gary Donohue will meet with Sue Austin and Mike McClellan who are the State Representatives sponsoring the bill. State Senator Bill Diamond backed out of sponsoring the bill. Dan Walker from Preti Flaherty is the attorney serving as a lobbyist on the Towns behalf.
3/05/2015	Meetings in Augusta will take place in early March. Betsy Gleysteen reported some information from the School Board meetings she has attended. Discussed the status of the bill going to the legislature and that there would be multiple meetings in April and May.
5/15/2015	Public Hearing was held on 4/15/15 in Augusta with the Education and Cultural Affairs Committee and a Workshop on 4/28/15 with the Committee. On 4/28/15 the Bill was tabled and presently waiting for the next workshop. Education and Cultural Affairs Committee voted unanimously for a resolve so Frye Island and SAD6 would need to negotiate with a mediation team. There will still be a meeting with the Governor regarding this.
6/19/15	See public comments- Preti Flaherty presentation.
Golf Course	
	See previous meeting minutes for information prior to 1/8/2015
1/8/2015	Emailed Mark Thomas for any updates on this item. There will be a Winter Golf Committee meeting at the end of January and a report of the discussion will be made at the March ExComm meeting.
3/05/2015	Golf Committee Winter Meeting discussions will be presented. See below.

5/15/15	DPW would like to take control of building maintenance of the Clubhouse. This discussion was asked to be tabled until the next BOSExComm meeting when the Golf Chair could be present.
6/19/15	<p>Changed Friday weekend rates back to weekday rates as in past years.</p> <p>Mark Thomas, Golf Chair requested that Golf Operations Reserve and Equipment Reserve be combined into one Golf reserve. After discussion Board members agreed without vote that the request was logical.</p> <p>Greens mower broke down. Golf Committee requested funds for this purchase as well as for the purchase of a sprayer.</p> <p>Tim McCarthy made a motion, 2nd by John Schutz to buy a cutter and sprayer from the Golf Equipment Reserve and balance from the Operations Reserve. In addition the sale of any current equipment being replaced would go back into the Reserve.</p> <p>The request by the Board was that the Golf Committee was to provide the Town Manager and the Board with a 5 year plan for all Golf Club prioritized major (beyond normal operations) expenditures to include clubhouse repairs and improvements. Golf Committee said they had received a quote for vinyl siding on the building. The Board discussed getting a quote for architectural siding, replacement of the windows and a metal roof.</p> <p>Some members of the Board were concerned that the Golf Enterprise is obligating funds far beyond their capability to cover within their annual budgets and reserves and that major/reserve obligations are being incurred before Board approval.</p> <p>Golf Committee discussed that they were looking for ways to increase profits in the lounge perhaps by passing out flyers to rental agents and at the Frye's Leap Café. There will be monthly dinners where all on the island are welcome.</p>
Fundraising	
09/27/14	-Approval process for use of funds raised in fundraising activities No discussion.
10/18/2014	No change. Discussed need for Fundraising for special events.
1/8/2015	No change.
3/05/2015	No change
5/15/15	No change.
6/19/15	No change.
Land Use Committee	
10/18/2014	Land Use Committee, Mark Thomas, Jacqui Ossi and Ed Charette needs to meet due to a request by a taxpayer to acquire a lot for access. BOS/EXCOMM need to provide authority to the Land Use Committee for such actions. Discussed how the Land Use Committee would make a recommendation to the Planning Board and they should develop the policy on how the Town of Frye Island sells land now that the lots have been given to them from FII. Discussed whether we needed any legal opinion on the repercussions if we sell a lot. Committee member commented that we don't want to lock ourselves into anything. The Town Charter allows Selectmen to dispose of property but it makes sense to go to the Town Voters.
1/8/2015	Emailed Mark Thomas regarding this new agenda item. Ed Charette and Mark Thomas have requested that this Committee meet when the island opens and Jacqui Ossi has declined membership on the Committee because of her association with Frye Island Inc. She feels there is a possible conflict of interest. An additional member is needed for this committee. Discussed the need for guidelines for the sale of lots that are now owned by the Town of Frye Island. The past procedures for the sale of lots by Frye Island Inc. were discussed and the formula that was used for how to calculate the sales price. Discussion of whether to use assessed value in the formula or a professional appraisal. There was also discussion whether the potential sale of a

	lot would be posted and if there would be a bidding process. A policy/procedure will be created when the Land Use Committee researches all of this further.
3/05/2015	Committee will meet when the island opens. Nancy Donio has offered to serve on the Committee. No discussion.
5/15/15	An initial meeting will be scheduled to combine Planning Board and Land Use Committee members.
6/19/15	Meeting is scheduled for Planning Board and Land Use Committee to meet.
Ferry Trailer	
10/18/2014	Discussed looking into a new trailer for the ferry landing.
1/8/2015	Discuss whether to pursue this further. Emailed John Crosby regarding this item. A plan for a modular ferry building was presented. This would include a section for ferry operations, the winter office as well as an ADA bathroom. Approval would be needed at a Town Meeting to go forward with this. It was decided to put this on hold until April for further review.
3/05/2015	Will be discussed when the island opens for the season. The new trailer would have an ADA bathroom and would be set up to have the Winter Office.
5/15/15	No change.
6/19/15	No change.
Employee Policy Manual	
1/8/2015	Policy manual last updated in 2010. Committee decided to review the manual for compliance. Requested each member to send their comments to be compiled by Celeste Beaulieu and that these changes be tracked. Discussion was to make changes to the manual if the policy could not be followed. Requested that all Emails go to all members of the Committee and the Town Manager even if the Committee member was not participating in the group that will be revising the Employee Policy Manual. Also had a discussion of a new Police/EMS Job Description and discussed job descriptions in general and that all of them should be current and adjusted as necessary if the position required a change in description. Discussed Maine Law regarding compensating time.
3/5/2015	Discussed that Celeste Beaulieu would compile comments for the Employee Policy Manual for the next meeting.
5/15/15	There will be a workshop of Committee members to work on the Employee Policy Manual on July 6 th , 2015.
6/19/15	Workshop scheduled with Committee members for July 6, 2015.
Foreclosures	
5/15/15	Foreclosures List March 2015
6/19/15	No discussion.
IT/Equipment /Service	
6/19/15	Motion made by John Nun, 2 nd by Bob Sutherland to take \$8200 from the Administrative Reserve to pay for the server. All in favor. Discussed approaching Representative Sue Austin to assist in getting cable to come to the island.
Fitness Center	
6/19/15	Business Plan for Fitness Center Corp. was presented to Jacqui Ossi, Chair of Frye Island Inc. She clarified that the Town can lease part of the Community Center which is owned by Frye Island Inc., to the Fitness Center.

	Dave Lowe answered any insurance concerns and said the Town will be the second insured on the policy.
NEW BUSINESS	
Zumwalt Day- Discussed that funds would need to be raised since it is not a budgeted item.	
Tim McCarthy made a motion, 2 nd by Bob Sutherland, to deposit money from the sale of the old ambulance into the Island Improvement Reserve. This is where funds were drawn to purchase the new ambulance purchased from Raymond.	
OTHER NEW BUSINESS	
REPORTS / APPROVALS	
Meeting Minutes Approval: Motion by John Nun to approve minutes for 5-15-15 and 2 nd by John Schutz. Approved	
Treasurers Report: Wayne presented the Treasurers Report. He has made a requisition to Maine Municipal Bond Bank to get reimbursed from the Bond Bank for money spent on the New Town Hall to date.	
Golf Report: See above	
Marina Report: No report	
EXECUTIVE SESSION	
ADJOURN : Motion to adjourn by John Schutz, 2 nd , Celeste Beaulieu at 9:15pm.	