



MEETING MINUTES FOR THE SELECTMEN /EXECUTIVE COMMITTEE MEETING 07/16/2011

START	END	NEXT MEETING	NEXT TIME	MEETING LOCATION
09:00	11:47	August 13, 2011	9:00 AM	Community Center

ATTENDANCE

EXECUTIVE COMMITTEE:

Jim Kuiken – Selectman
 John Nun – Selectman
 Mark Thomas - Selectman
 Gary Donohue
 Joe Potts
 Dave Bond
 Bob Sutherland

Town Manager: Wayne Fournier
Treasurer: Joe Potts

PETITIONS FROM THE PUBLIC

Brian Riley addressed the ExCom to discuss the tennis courts and proposed a user fee for the courts that were going to be rebuilt to help defray the costs to maintain them. The ExCom suggested this be reviewed at a later date once the courts are rebuilt.

Mr. Norris addressed the ExCom concerning the up coming Navy day on the island. He had met with the appropriate personnel from the Spruance and the details were coming together. It was originally thought that there might be 2 ships involved but that had changed. He estimated that there would

OLD BUSINESS

	Business Item	BIC
	<u>Community Center Handicap Access</u>	Wayne
	Prior to 09/18/2010, see September 18, 2010 meeting minutes.	
	Handicap access to the Community Center has been completed. There was a proposal to add a handicap ramp from Recreation Lane to the Town Office for approx. \$60,000. No action was taken. All of the handicap requirements imposed by the State have been completed. The State still owes Frye Island \$2800 as their share of the project costs. Wayne will continue to try to get that money. The suggestion to provide handicap access to the Admin Office has been addressed by making arrangements with those people needing assistance to meet them at an acceptable location to conduct business. The administration portion of this item is closed	
10/23/2010	Wayne spoke with Tina Means at the Secretary of States office. She said they are short handed and have been very busy with the coming elections but we will get reimbursed but she won't be able to take care of it until after the elections are over. However, she sent a form for Frye Island to do a self evaluation of the ferry trailer as a voting place. This has to be done before the November elections. There was no action taken on this item.	
12/04/2010	Wayne reported that he will have to resend some of the information to the State but with the recount on the casino question, it is doubtful a decision will be made before the end of the year.	
01/29/2011	Wayne has sent the additional information the State requested and is now waiting a response.	
04/02/2011	No Change	
05/14/2011	No Change	
06/24/2011	No Change –Wayne reported that he heard from the SOS's office and they would be reimbursing the Town.	
07/16/2011	The Secretary of States office has confirmed they will reimburse the Town. The have also	

requested a drawing of the Community Center showing the meeting room, the front entrance and the parking area. Wayne has sent the drawing.

Conceptual Plan for Willis Property – Transportation Committee Wayne/Transportation Committee

Prior to 09/18/2010, see September 18, 2010 meeting minutes

- 09/18/2010 The Transportation Committee met on September 11th. A draft copy of the plan including the “ring road” only has been submitted by Land Services Inc. but it has not been estimated yet. Correspondence from MEDOT indicated that they would be more inclined to assist in the funding of a Park & Ride facility than they would in the purchase or upgrade of a ferry. They also would like a visit to our facility to review our operation. John Crosby is trying to schedule this.
- 10/23/2010 We received notification from MEDOT indicating they have reviewed our project for a “Park & Ride” facility and have determined that we did not qualify for the grant. The specific grant program they were considering requires that an eligible project demonstrate a reduction in emissions, a reduction of vehicle miles traveled and connectivity to other modes of passenger transportation such as carpooling, vanpooling and fixed route passenger services. Additionally, the traffic and pedestrian safety issues raised relate specifically to a local road, as opposed to a state or federally classified road which would fall under the department’s responsibility.
- 12/04/2010 No Change – Nothing is being done at this time
- 01/29/2011 No Change
- 04/02/2011 No Change
- 05/14/2011 Wayne was asked to have the plans for the “Ring Road” available for the Ex COM to review for the June meeting.
- 06/24/2011 The Transportation Committee has sent copies of the “Ring Road” drawing out for estimates to determine an order of magnitude cost for this portion of the overall plan. The estimate to complete the “Ring Road” was \$107,000. Joe Potts felt that the expense was unnecessary at this time and more information was necessary to determine the impact on ferry fees if there were more pedestrians and fewer automobiles. Dave Bond stated that the TC had already put in a significant amount of time evaluating the long term impact on the ferry service and if for no other reason but for safety on the access road and on Raymond Cape Road the Ring Road should be considered. It was decided that there should be a Public Hearing to present the potential project to the Islanders for their input. A motion was made by Mr. Kuiken and seconded by Mr. Nun to hold a Public Hearing on Saturday August 6th. The motion passed with 6 in favor and 0 opposed.
- 07/16/2011 No Change

Ferry Electronic Ticketing System Joe / Wayne

Prior to 09/18/2010, see September 18, 2010 meeting minutes.

- 09/18/2010 We have received a proposal for \$6000 to complete an analysis / peer review of the existing ferry ticketing system. This review would be conducted by Starlit Software located in Raymond Maine and would be completed in time to present the findings / recommendations to the ExCom at the October 23rd meeting. I request that up to \$6000 be appropriated from the Ferry Reserve to conduct this Peer Review. A motion was made by John Nun and seconded by Dave Bond to appropriate up to \$6000 from the Ferry Capital Reserve to fund this project. The motion passed with 6 votes in favor.
- 10/23/2010 John Thomas from Starlit Software presented the results of the review of the eTicket system. In summary, while there were some areas of the system that were acceptable, it was felt that it would be easier and we would have a better system if the program was re-written starting with an appropriate and secure frame and building the desired program from that. A motion was made by Jim Kuiken and seconded by Mark Thomas to engage Starlit Software to re-write the eTicket software at a cost not to exceed \$50,000. A proposed contract was presented but there were questions. It was decided that the original RFP should be the framework for the new contract with a supplemental clarifying the expected plan. Joe will forward his thoughts to Wayne and Wayne

will work with Starlit to prepare a contract for the work to be performed. Once a new contract is developed, Wayne will circulate it to the ExCom for review before approving it. Wayne was instructed to pay the outstanding invoice of \$2700 for Acute Technologies and attempt to get documentation of system design and operating manuals.

12/04/2010 A contract has been signed with Starlit Software to re-write the software program for the electronic ticketing system. A letter has been sent to Acute Technology terminating the contract with them. Starlit Software reports the following progress:

- * completed initial database design and system architecture work.
- * configured a development site (web address and database)
- * configured a source code repository, and setup to deploy to the development server when changes are committed
- * built a skeletal application (aka "scaffolding") containing rudimentary implementation of many data entities (users, accounts, transactions, etc.) that the system will manage.
- * set-up a basic security subsystem
- * started work on the administration site (view list of "Contacts")
- * started work on the rider account site ("My Account")

With much of the basic framework for the application in place, we are now focused on building out specific functionality. We have not spent any time on look and feel (such as color schemes, etc.) and will probably do that very late in the process.

01/29/2011 Starlit has been working on the development of the system. In a n effort to make the ferry portion of the program as user friendly for the mates I have put them in contact with Ronnie Ilich for her input. A number of questions have arisen about the fees that should be charged when an individual appears at the mainland terminal with a vehicle costing \$50.00 if a ticket is purchased in the office and \$100.00 if purchased on the mainland. If they have 1 - \$15 ticket are they entitled to the \$50.00 rate? What if they have 2 or 3 tickets? One thing that has to be changed is that all of the fees must be evenly divisible by the base ticket price. We realize that a lot of this will be remedied when and if everyone has an account but they should be considered when developing the next fee schedule and should be discussed at this meeting to identify the policy to be followed by the ferry crew.

04/02/2011 The developers continue to work on the program. A scanner was purchased and sent to the developers for testing. The report is the scanner worked very well. A second scanner has been purchased and sent to Joe Potts for his use. The development of the program appears to be coming together and is expected to be on schedule for the opening. Joe reported that he has been working with the system and has generated a number of questions for the developer but also reported that the developer has been very responsive to his questions and comments.

05/14/2011 The new program was implemented under extremely busy conditions. The software appears to be working very well. The biggest issue remaining is the time delay in the communication with the server. The developer is preparing a new application to run on the Mobil units to remedy this problem. I plan to start accepting new applications for EZ Ride accounts as soon as possible. We still need more experience with the system but we are getting there. Wayne reported that the new application being prepared for the mobil devices was reviewed last week and is a significant improvement over the previous version. There were a few glitches that were being address but overall, everything was getting better. There were essentially 2 issues, one being the speed in transmitting and receiving data and in the range of the mobil devices. The new application addressed to some degree both issues. Wayne also reported that he and John Crosby had met with an engineer from Time Warner who was going to prepare an estimate to have T W high speed internet installed at the ferry trailer. His initial estimate was between \$1500 and \$2000. The big advantage to TW is the up-load speed. We should have a firm proposal for the TW install in 2 weeks.

06/24/2011 Wayne explained that the system was working well. There are still issues with the ability to reliably connect to the Internet server through Fairpoint. Wayne has received pricing from Time Warner to install high speed internet. TWC quoted high speed internet, with a static IP, and 2

unlimited phone lines (includes all calls in the US and Canada) the cost would be \$252 / month if we committed to two years. We can get the same high speed internet with a static IP and no phones for \$169 / mo. with a five year contract. In 2010 we paid Fairpoint \$1197. Based on these costs and the fact that Fairpoint was unavailable a couple of times last week Wayne feels that it would be beneficial to investigate hosting the program internally. The most critical issue in on site hosting is to insure we can maintain security. Wayne will investigate this further. Joe Potts made the comment that because the ferry crews were not documenting the numbers and addresses of the tickets and or ID Cards that wouldn't scan the ferry service had lost \$1000 in revenues in May. Wayne disputed this. The ferry service reported when ID Cards didn't scan and he investigated these and made the appropriate adjustments. Wayne wasn't aware that the old ticket numbers were available on the new system but agreed to establish a system with the ferry service to capture and process the tickets that wouldn't scan.

We continue to make improvements in the system but we are light years ahead of where we were last year. I have had discussions with the developers and the IT people and they have no doubt they can secure the service and the server we presently have. The developer thought we could host the whole program on a lap top which I w hat they have been using to develop the program. This would probably be less expensive than a full dedicated server. I am still waiting for estimates of the costs. I spoke with TWC again to see what the costs would be if we paid the construction costs up front. The construction costs for the fastest service would be \$3030 with a \$150.00 per month, 12 month commitment. The slowest service they have would be \$2350 to install and \$50 / month for 36 months. I still feel the most cost effective approach is to host the program in house.

07/16/2011

Wayne reported that he had an estimate of \$6900 to \$7400 for the equipment and the labor to install a dedicated server and the necessary links to host the eTicket software program in house. In addition, the ExCom had previously approved \$7500 for the development of a new application for the office that had not been completely spent and the remainder of that could be used for this purpose. A motion was made by Mr. Kuiken and seconded by Mr. Donohue to appropriate an additional \$5000 from the ferry capital reserve for the purchase of the equipment and the labor to install a dedicated server for the ferry ticketing system. The motion passed with 7 votes in favor and 0 opposed.

273 Leisure Lane Erosion issues

DEP

Prior to 09/18/2010, see September 18, 2010 meeting minutes.

- 09/18/2010 The Landscaping Company will plant the required blueberry bushes as soon as they are available at the nursery. The final 25' will not be finished until a later date after the house is built.
- 10/23/2010 The landscape company, Clement Bros., has completed the re-vegetation of zone 1. This includes the planting of the blueberry bushes as well as the installation of the weed control under the rip-rap; and exposing the toe boulders which the DEP required. The Code Enforcement Officer has approved the re-vegetation but this still requires DEP approval. Wayne met with Mike Morse and Jeff Kalinich from the DEP on Wednesday October 20 to review the progress at 273 Leisure Lane. While they did identify a few remaining issues, they were pleasantly surprised with the progress. They said they would relay there concerns to the DEP attorney handling the case. On Friday Wayne spoke with Mr. Zea. He said he had spoken with the attorney from the DEP and they agreed to wait until spring to see how everything survived the winter before doing anything more. John Thompson, Frye Island CEO has inspected the area and felt that the re-vegetation satisfied the Town's requirements.
- 12/04/2010 No Change
- 01/29/2011 No Change
- 04/02/2011 No Change
- 05/14/2011 No Change
- 06/24/2011 No change...The DEP has been contacted to see if they plan to review the re-vegetation following the winter.

07/16/2011 No Change

273 Leisure Lane - Re-vegetation Issues

Executive Committee / Wayne

- 09/18/2010 The Landscaping Company will plant the required blueberry bushes as soon as they are available at the nursery. The final 25' will not be finished until a later date after the house is built.
- 10/23/2010 The re-vegetation of zone 2 is complete with the exception of 25 feet around the foundation. This is required and will be completed once the construction of the home is finished. I am still holding \$1,344.46 in addition to the \$5,000 fine and the \$5,000 escrow that was paid earlier. The \$1,344 is in the liability account to be paid after the final 25 feet are re-vegetated. Wayne spoke with Mr. Zea on Friday October 24th and was told that Mr. Zea had hoped to get a building permit this fall so that construction on the house could begin early but he was unable to. This will be done in the spring.
- 12/04/2010 No Change
- 01/29/2011 No Change
- 04/02/2011 No Change
- 05/14/2011 No Change
- 06/24/2011 No change...The DEP has been contacted to see if they plan to review the re-vegetation following the winter.
- 07/16/2011 No Change

273 Leisure Lane Set-Back Violation

Executive Committee / Wayne

Prior to 09/18/2010, see September 18, 2010 meeting minutes.

- 09/18/2010 The foundation has been cut and all but one of the pieces has been removed. The final piece on the corner of the westerly wall remains for fear that removing it would damage the portion of wall that is to remain. Mr. Zea has indicated that he has contracted with a company to rebuild the foundation and will remove the remaining piece at that time. We still need to see the as built drawings to confirm the foundation is in compliance with the set backs.
- 10/23/2010 No Change
- 12/04/2010 No Change
- 01/29/2011 No Change
- 04/02/2011 No Change
- 05/14/2011 No Change
- 06/24/2011 No Change
- 07/16/2011 No Change

Beach Nine

Wayne

Prior to 09/18/2010, see September 18, 2010 meeting minutes.

- 09/18/2010 The ExCom discussed the legal correspondence from the Town attorney and the Leonard's attorney in executive session. To date, no agreement has been reached on a resolution; however, the Executive Committee is committed to resolving this issue.
- 10/23/2010 The ExCom adjourned to Executive Session to discuss the legal aspects of the encroachment onto the public area of Beach 9 and the claim of "Adverse Possession" filed by the Leonard family. Following the Executive Session, a motion was made by John Nun and seconded by Mark Thomas to recommend to Frye Island Incorporated that an easement be granted to the Leonard family for the existing portion of the septic system and the parking area that was on Frye Island Inc property but to grant no concessions on the beach area. Furthermore, any future rebuild of the septic or parking area had to be in the same exact footprint of the existing system or on Leonard property, there could be no further encroachment onto FII property allowed. The motion passed with 6 in favor. Mr. Kuiken abstained. Wayne was instructed to notify the attorney of this position and to

12/04/2010	No Change
01/29/2011	No Change
04/02/2011	No Change
05/14/2011	No Change
06/24/2011	No Change
07/16/2011	No Change

Tennis Courts

John Crosby / Wayne

07/31/2010	<p>Brian Riley spoke on the disrepair of the tennis courts at the Community Center and the fact that the courts at Lancaster Loop were oriented east - west which makes it very difficult for the better players to use these courts because of the sun. Apparently, the courts were originally oriented north-south but at some point were changed. The Committee asked Wayne and John to review the courts and the available options and report to the Committee.</p> <p>Vermont Tennis was contacted to review and evaluate our tennis courts. It was their opinion that it would not be cost effective to re-orient the courts at Lancaster Loop. They felt that they should be resealed and re-striped, but left as they are. In their opinion these courts would be fine for the majority of the people. Their proposal to seal and stripe these courts is \$5,047 plus \$3,300 to remove and reset the fence on the Highpoint Drive side.. The courts at the Community Center are a different story. They need to be dug out and replaced. We have a price from Frank Snow to rebuild these courts for \$77,870. This proposal does not include the sealing and striping. Vermont Tennis has provided a quote of to do the sealing and striping for \$6078. They will be providing a quote to replace the courts as well. The old courts at the Recreation Area were checked and it was determined that those courts would not be worth trying to resurrect. The Recreation Commission has suggested converting those courts into a volleyball / bocce / horseshoe area. I have asked Ken Thurston for a proposal to clear that area. In addition, the basketball court should be resealed and repainted. Vermont Tennis will include this for \$2777 if they are on Island to do the other work. The ExCom asked if it would be wiser to build new courts at a different location, possibly the old recreation area or the golf course. A possible use for the Community Center courts could be for skate boarding. Wayne was asked to have the Recreation Commission develop a long term plan for recreational facilities.</p>
08/21/2010	<p>Wayne met with Andrea Sansonetti, chair of the Recreation Commission. I asked her to work with the Commission to develop a "mission statement" and to develop a long term plan for all of the recreation facilities. She said she would work on this; most likely via e-mail over the winter. I also suggested that she contact Brian Riley for his input into the Tennis facilities on the Island. It was suggested that those interested in tennis form a committee to pursue means of funding improvements to the tennis facilities.</p>
09/18/2010	
10/23/2010	No Change
12/04/2010	No Change
01/29/2011	No Change
04/02/2011	The ExCom needs to decide if it wants to spend the money to re-seal and re-stripe the Basketball Court (\$2777) and the Lancaster Loop tennis courts (\$6078). It was decided to table this item until the next meeting so the ExCom could review both sites.
05/14/2011	The consensus of the ExCom was that it is important to maintain the recreational facilities we have and therefore, the basketball court and the tennis courts at Lancaster Loop should be sealed and restriped. A motion was made by Mr. Thomas with a second from Mr. Nun to appropriate up to \$3,000 from the Island Improvement Reserve to seal and re-stripe the basketball court and up to \$6500 from the Island Improvement Reserve to seal and re-stripe the Lancaster Loop tennis courts. The motion passed with 7 votes in favor and 0 voted opposed.
06/24/2011	We have received an estimate from Vermont Tennis to rebuild the existing courts at the Community Center for \$80,000 - \$90,000 and to replace the courts at a new location for \$90,000 - \$95,000. Test holes were dug at the courts at the Community Center and showed the fill was actually good gravel. There was no sign of water that could be undermining the courts nor were

there any signs of decaying stumps. However, there were a number of large boulders exposed. It is believed that the winter frost has been lifting the boulders resulting in the depressions in the courts. We have looked at new locations for the tennis courts including the old recreation area, the old paddock area and a number of locations adjacent to the golf course. It was suggested by the ExCom that we check the feasibility of placing 2 new courts at the recreation beach area. Joe Potts presented a Google earth photo with 2 tennis courts superimposed in the vacant area. John Crosby will dig a couple of test holes to evaluate the geology in that area.

Wayne met with the Recreation Committee and learned that Andrea Sansonetti had resigned as the chair. Those present at the meeting included Betsy Gleysteen, Laura Davis, Pam LaCerte, Bobbie Thomas, Nancy Bishop, and Tom Bishop who is acting Chair until the Committee can be reconstituted. I explained the need for the committee to review all of the recreational facilities on the Island and develop a long term plan for the use of and/or expansion of these facilities before any significant funding could be applied for.

07/16/2011 John Crosby met with Frank Snow at the recreation area to evaluate that area for new tennis courts. In Frank's opinion it would be a lot more expensive to build here, rather than at the Community Center. There isn't enough flat ground to support the courts so we would have to either dig out 3-4 feet which would put the courts in a bowl or build them up so they would be higher than the surrounding area. There was considerable discussion about the tennis courts and whether the Executive Committee should approve an expenditure in the \$90,000 range without going to the BIT / Town for approval. Some felt that the tennis court in disrepair was part of the existing infrastructure and the ExCom had the authority to approve this expenditure without BIT / Town approval. It was ultimately determined to develop a formal request for proposal with the appropriate specifications and attempt to get a minimum of three quotes for the project. Wayne will work with John Crosby to develop the specification.

Purchase 3" water distribution pipe for Leisure Lane

Executive Committee

- 10/23/2010 We would like to purchase the pipe for Leisure Lane before the Island closes this year so that it will be available as soon as the Island opens next spring. We have a proposal for the pipe of approximately \$29,000 for enough 3' pipe to complete Birch Road to the intersection of Leisure Lane (near the Marina) and all of Leisure Lane, including the north end, to Sunset. Wayne reported that there was presently a shortfall of approximately \$5000 in the existing water line replacement account but approximately \$29,000 remaining in the reserve account. A motion was made by John Nun and seconded by Mark Thomas to move the remaining money in the reserve account to the expense account. Following the discussion, it was decided to move \$5000 to the existing operating account and to establish a phase 4 account and transfer the remaining \$24,000 to the phase 4 account. John Nun made that a motion seconded by Mark Thomas. The motion passed with 7 in favor.
- 12/04/2010 The piping for the next phase has been ordered and delivered to the Island. The supplier has agreed to accept ½ of the payment this year and the remainder next year after the new budget is in affect. The expense detail for phase 3 of the water line replacement shows a negative balance of -\$4,812.28. I request that we transfer an additional \$4,812.28 from phase 4 to phase 3 to balance this account. A motion was made by Mark Thomas and seconded by Jim Kuiken to transfer \$4,812.28 from phase 4 of the water line replacement project to phase three. Following a discussion and explanation, the motion passed unanimously.
- 01/29/2011 The piping was purchased and delivered to the Island before the Island closed. One half of the cost of the pipe (\$14,294.75) was paid in December 2010. The second half of the cost of the pipe remains outstanding. I ask the ExCom to approve transferring \$12,294.75 from the Water Reserve to the Water System Improvement operating account so that we can pay this invoice.
- 04/02/2011 The new water line is on site and we hope to be able to get some of the line installed on the north end of Leisure Lane before the Island opens. This could provide better traffic routing on the heavily populated Leisure Lane during the remainder of the installation process.
- 05/14/2011 Wayne explained that Jeff Snow had accepted a new position and had worked his last day. John

had had put together a number of options assuming 40 hours per week and a 24 week season. It was estimated that we still have 3 to 4 years left to complete the major portion of the water distribution system. The options included the following:

1. Purchase Jeff Snow's equipment, and hire an operator. With the insurance the cost would be \$90,900 for the first year and then the cost of the operator and the insurance for the remaining years.
2. Ben Knight \$100.00 per hour for 40 hrs per week for 24 weeks = \$96,000
3. Frank Snow - \$140.00 per hour for 40 hours per week for 24 weeks = \$134,400
4. P&K - \$140.00 per hour for 40 hours per week for 24 weeks = \$158,400

After much discussion a motion was made by Mr. Nun with a second from Mr. Thomas to appropriate up to \$60,000 from the Island Improvement Reserve to purchase the Excavator, the tri-axle dump truck and trailer and the loader from Jeff Snow. The funds to be paid back to the Island Improvement Reserve from the Water Reserve at a rate of 1/3 of the purchase price per year for three years. The motion passed with 7 votes in favor and 0 opposed.

06/24/2011 The Town purchased the equipment from Jeff Snow for \$55,000. However, as discussed at the meeting, the bucket was pretty well worn out. We had no luck finding a used bucket so a new one was ordered. The cost of the bucket was charged to this project. We were able to hire an operator and the installation of the new line on the North end of Leisure Lane is in process.

07/16/2011 We are continuing along the northern end of Leisure Lane.

Checking account reconciliation

Wayne / Joe Potts

12/04/2010 We have found an accounting firm, Purdy Powers & Company that will assist the Town in the checking account reconciliation process.

01/29/2011 Dena McVane from Purdy Powers has been to the winter office a few times to work on the checking account reconciliation and plans to resume her effort the last week of January. She is through July, 2010 and hopes to be able to finish when she returns at the end of this month. She has reached the same conclusion that we did in that the difficulty in the reconciliation process is the timing involved with processing of the credit cards transactions. We have discussed a couple of possible internal changes to the way we process these transactions to make the reconciliations easier but will wait until she is finished before we develop any procedures. I spoke with Dena on Monday 01/24. She has completed the reconciliation through the end of 2010. She is going to prepare an Excel spreadsheet identifying her findings and the adjustments needed.

04/02/2011 The reconciliation has been done. Dena and Joe Potts are working out the details of the journal entries to finalize the reconciliation for 2010. Following the posting, we will get the reconciliation up to date for 2011.

05/14/2011 Dena McVane visited the Island on Friday May 6th to work with Calvin on the reconciliation of the checking account. When she arrived Calvin had completed the process and the account was reconciled. A glitch was discovered in the TRIO reconciliation module in that the adjustments made on May 1st to include April's credits and debits from external sources actually showed up in May in the reconciliation module. Wayne explained that we are looking into ways to prevent this in the future. Wayne also explained that there were no credit card transactions in April which makes the reconciliation easier. We have implemented some internal procedures which should help improve the reconciliation process. The reconciliation for May will be a good test.

06/24/2011 Wayne reported that the reconciliation for the cash account for May was complete. The accountant assisting the Town was pleased with the process and was in hopes that one more month would be sufficient. Joe Potts had voiced a concern so a meeting will be scheduled with the consultant.

07/16/2011 The June checking account reconciliation was not complete at the time the agenda was published. A meeting was held with Jamie Tatham from Purdy & Powers on June 30 to discuss the reconciliation process. It was decided that in the future, all transactions would be entered into TRIO when they were received in the office, all of the revenues had to go through the TRIO receipting system and no journal entries would be made without the approval of the Treasurer, and the reconciliation reports would be generated in an excel spreadsheet as opposed to TRIO.

Dena McVane from Purdy & Powers was in on July 7 to retrieve the information she needed to complete the reconciliation. She wasn't sure if she would be done by the meeting on the 16th.

Funding for the Long Term Transportation Reserve

ExCom

- 12/04/2010 The Executive Committee held a discussion about the funding options for the Long Term Transportation Reserve. Mark Thomas presented the thought that 35% of the trips on the ferry are made by non-Islanders but the LTT Reserve is funded solely by Island property taxes. It was his thought that the ferry fees should be adjusted in some way so that the non-islanders contribute to the LTT Reserve as well. There was a considerable amount of discussion on the possible options. The Treasurer volunteered to develop a Model to evaluate changes in ferry ticket pricing to create possible methods to provide funding to the LTT reserve and to provide a way to give FI property owners a ferry ticket discount unique to them. The ExCom agreed that the Treasurer should develop the model and have the model available by the January 2011 meeting.
- 01/29/2011 The Treasurer has forwarded a model to all of the ExCom members for review and comment. This will be discussed further at this meeting
- 04/02/2011 No Change
- 05/14/2011 The prospect of developing a three tier ferry pricing structure to be presented at the October Town Meeting was discussed. Resident ticket sales account for approximately 65% of the ferry revenue and, through taxes contribute approximately \$100,000 to the LTTR annually. Therefore, non-resident ticket sales should contribute an additional \$35,000 (35%) to the LTTR. The Treasurer has agreed to develop a draft version of a three tier pricing structure for review at the next meeting.
- 06/24/2011 The Treasurer had distributed a model of a three tier pricing structure for the ferry for the ExCom to review to determine what if anything should be placed on the warrant for the October town meeting. The consensus of the ExCom was to conduct a public hearing on the three tier pricing system during the budget presentation on Labor Day weekend.
- 07/16/2011 No Change

Review proposal to replace deck on the mainland ferry ramp

ExCom

- 04/02/2011 We have received a report from Gagnon Engineering indicating the net strength of the ramp deck is suspect and should be replaced. We also have a proposal from Bancroft Engineering to supply the labor and materials to rebuild the deck. The total cost could be as much as \$39,026. If the existing support timbers are reusable, we can deduct \$15,400 from the \$39,026. This item was tabled at this time. We will be requesting additional proposals to complete the work which will probably be scheduled to be done in the fall after the Island closes.
- 05/14/2011 We have received 2 quotes for the deck replacement; Bancroft at \$25,426 and Cianbro at \$27,800. Both proposals assume that the support timbers do not need to be replaced. If they do there will be an additional \$15,400. This will have to be determined once the decking has been removed. A motion was made by Mr. Thomas with a second from Mr. Nun to appropriate up to \$26,000 from the Ferry Capital Reserve to replace the decking on the mainland Gantry and up to \$15,400 to replace the timbers if necessary. The motion passed with 7 votes in favor and 0 opposed. Completion of this project has to wait until the Island closes and will take a couple of weeks to complete.
- 06/24/2011 A contract has been signed awarding the job to Bancroft. They plan to begin as soon as the gantry is available in the fall.
- 07/16/2011 No Change

Warrant Article for Financial Authority

J. Potts

- 05/14/2011 Mr. Potts presented a warrant article for the October Town Meeting for ExCom review which defined the voting authority of the ExCom. The consensus of the Committee was the more members involved in the voting process the better. Wayne was asked to check with the Town attorney to insure the warrant article as proposed didn't conflict with the Charter or with State statutes.

Wayne spoke with the Town attorney. It is his opinion, as well as others in his office that this can be done by amending the charter which will not require a charter commission. He suggested a few minor word changes and is preparing the proper protocol to enact this at the next town meeting. It was suggested that additional discussion be held with the attorney to clarify some of his comments. Wayne will schedule a teleconference meeting.

06/24/2011

A teleconference meeting was held with Mr. Kuiken, Mr. Potts and the Town attorney. This meeting resulted in a couple of minor word changes which Mr. Potts was to accomplish prior to the required public hearing. A motion was made by Mr. Thomas and seconded by Mr. Kuiken that an amendment to the Town Charter defining the financial approval requirements should be considered and a public hearing should be held at the Frye Island Community Center starting at 9 AM on August 13, 2011. The motion passed with 7 in favor and 0 opposed. Wayne will post the notice for the public hearing on the bulletin and in the FINS.

07/16/2011

E-911 Addresses

ExCom

Wayne explained the recent issue with the E911 addresses and the inconsistencies in the Frye Island road numbering system. The street numbering convention followed by most municipalities is to have odd numbers on one side of the street and even on the other. The unorthodox system generated by the developer of Frye Island has created issues since the introduction of the E911 system. Wayne was asked to review the program the State offers to help communities develop an E-9111 home numbering system.

05/14/2011

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. Wayne will be reviewing this with Steve Persson and John Crosby.

06/24/2022

07/16/2011

No Change. This will probably extend into a winter project.

Hokes Bluff Ferry

ExCom

Recent information indicates that the Hokes Bluff ferry may become available again. Wayne was asked to check with contacts at the State and Federal levels in an attempt to determine the status of the ferry and if funding for the relocation of the ferry might be available.

05/14/2011

I found out that Barbara Donovan is no longer with MEDOT. I spoke with Jackie Potter from Representative Pingree's office. She suggested that I call Sue Moreau. Which I did. She has not returned my call either. Jackie told me that she doubted there would be any funding available to transport the ferry to Maine if it were available. Wayne reported that he had received a phone call from a reporter from the Gadsden Times in Alabama had called him. Apparently South Carolina voted not to accept the ferry because of the cost of required infrastructure and operating costs. Wayne told the reporter that he wasn't sure that the ExCom would approve receiving the ferry either because of transportation costs and the fact that we already had two ferries that were working well. However, there is still no official word on the disposition of the Ferry.

06/24/2011

07/16/2011

No Change

Disposal of Airboat

ExCom

The Town purchased an airboat 2 years ago intended for use in the spring and fall when the ferry is unavailable. It hasn't worked out and hasn't been used. A motion was made by Mr. Thomas and seconded by Mr. Kuiken to put the air boat up for bid with the revenue from the sale going to the Equipment Reserve.

06/24/2011

07/16/2011

The boat will be advertised on Craig's List and on the MMA web-site. It was suggested we advertise in "Uncle Henry's" also.

Funding for Hopkinton MA fire truck

ExCom

The ExCom approved the expenditure of \$25,000 for the purchase of a fire truck being traded by Hopkinton Ma. The truck should be ready before the next ExCom meeting. We will need the funds

06/24/2011

in the next week or so. There will be additional expenses to remove the existing decals and replace them with Frye Island decals.

07/16/2011 No Change

New Business

Raw water intake

John / Wayne

For Information.....Over the fourth of July weekend we were going through filter bags at an unsustainable rate. The representative from Strainrite recommended we raise the intake 3-4 feet higher off the bottom to get above the algae on the bottom. This was done on Friday, July 8th and the rate of use appeared better on Saturday but we don't have a lot of history at this height. The diver estimated that we were about 9 feet off the bottom which is higher than necessary but we didn't have the time to build the necessary equipment to get it to the 5-6 foot range. However, according to the diver the intake is only in about 34 feet of water and we anticipate the lake level will drop another 3 feet before we shut down the island in November. This may become a problem as the lake level drops and the temperature increases. We will lower the suction intake to about 5 - 6 feet when the diver returns next week. Over the weekend of the 4th (58 hours of operation) we used \$2966 worth of filters. Wayne and John will be meeting with people from the Portland Water District to get their impression and recommendation of the solution to the algae issue.

07/16/2011

USS Spruance Day

Mr. Norris

07/16/2011 The day has been scheduled for July 23. Mr. Norris has volunteered to coordinate the activities.

Other New Business

Meeting Minutes: Approve the minutes of the June 24th Executive Committee meeting and the July 7th special meeting. A motion was made by Mr. Kuiken and seconded by Mr. Nun to approve the minutes of the June 24th meeting. The motion passed with 7 votes in favor and 0 opposed. Mr. Kuiken stated that the minutes sent out for the Special meeting was in fact the agenda so that approval was deferred until the next meeting.

Discuss the possibility of a fireworks ordinance

ExCom

The governor has passed a law making fireworks legal in Maine. The Town must decide if there should be an ordinance to restrict this. It was suggested that the Planning Board prepare a proposed ordinance for presentation at the next town meeting. Police Chief Beaulieu agreed to draft an ordinance for the Planning Board meeting to be held on July 23rd.

07/16/2011

Transfer of funds from the Operating Reserve to purchase a new golf cart

ExCom

The golf club has purchased a new golf cart for \$3550. I request that these funds be appropriated from the Operating Reserve for this purpose. A motion was made by Mr. Kuiken and seconded by Mr. Thomas to transfer \$3550 from the Golf Course Operating Reserve to the operating account for the purchase of the new golf cart. The motion passed with 7 votes in favor and 0 opposed.

07/16/2011

Transfer funds from the T. Kett memorial fund to the Reserve

ExCom

Transfer the remaining funds from the Teri Kett memorial fund to the Golf Operating Reserve. Currently \$2575 in the liability account; however, there are some outstanding invoices. A motion was made by Mr. Kuiken and seconded by Mr. Thomas to transfer the remaining funds in the Teri Kett memorial fund to the to the Golf Operating Reserve. The motion passed with 7 votes in favor and 0 opposed.

07/19/2011

Determine charges, if any, for Raymond rescue calls to the island

ExCom

We currently pay the Town of Raymond \$15,000 for EMS coverage. In the past they charged approx. \$250 per call to the Island and we attempted, but not very successfully, to collect that from the user. The \$15,000 covers up to 15 calls to the Island. Anything over 15 calls will be

07/16/2011

charged at the calculated rate which is about \$1000. Does the Town want to attempt to recover some of this expense? No action taken at this time.

Treasurer's Report: Mr. Potts explained that a new structured CD had become available through Merrill Lynch and he had invested some of the Towns funds in this CD with a 6 year maturity and a potential interest return of 8%.

Golf Report: None

Marina Report: Mr. Bond stated that the clean up previously scheduled for Quail Circle but postponed because of weather was taking place today.

ADJOURN

07/16/2011 A motion was made by Mr. Nun and seconded by Mr. Donohue to adjourn the meeting at 11:47 AM. The motion passed with 7 votes in favor and 0 opposed.