



# MEETING Minutes FOR THE SELECTMEN /EXECUTIVE COMMITTEE MEETING 12/03/2011

<b>START</b>	<b>END</b>	<b>NEXT MEETING</b>	<b>NEXT TIME</b>	<b>NEXT MEETING LOCATION</b>
0906	1109	February 4, 2012	9:00 AM	Tele-conference

### ATTENDANCE

**EXECUTIVE COMMITTEE:**

- John Nun – Selectman
- Mark Thomas - Selectman
- Brian Walker - Selectman
- Dave Bond
- Bob Sutherland
- Gary Donohue
- Tim McCarthy

**Town Manager:** Wayne Fournier  
**Treasurer:** Joe Potts

### PETITIONS FROM THE PUBLIC

None

### OLD BUSINESS

	<b>Business Item</b>	<b>BIC</b>
	<b><u>Community Center Handicap Access</u></b>	Wayne
	<b>Prior to 09/18/2010, see September 18, 2010 meeting minutes.</b>	
09/17/2011	The Secretary of States office has confirmed they will reimburse the Town. The have also requested addition drawings of the Community Center showing the meeting room, the front which Wayne will provide. For more information see the minutes of the 08-13-2011 meeting.	
10/15/2011	No Change	
12/03/2011	No Change	
	<b>Conceptual Plan for Willis Property – Transportation Committee</b>	Wayne/Transportation Committee
	<b>Prior to 09/18/2010, see September 18, 2010 meeting minutes</b>	
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	
	<b>Ferry Electronic Ticketing System</b>	Joe / Wayne
	<b>Prior to 09/18/2010, see September 18, 2010 meeting minutes.</b>	
09/17/2011	Most of the hardware has been installed and the programmers are installing the software onto the new server. They will be programming one of the mobil devices to communicate with the new server. I have forwarded the security information requested by the ExCom and I will be purchasing a new router for the ferry trailer that will have more security capabilities than the normal Fairpoint router that is now at the trailer. For more information see the minutes of the 08-13-2011 meeting.	

10/15/2011 Wayne explained that the system had been operating on the in house server for about a month and everything appeared to be working well. He is scheduling a meeting with the software developers, the hardware providers and Island staff to critique the system before closing for the season.

12/03/2011 Wayne reported that all of the handheld scanners had been returned to the factory for annual servicing. A motion was made by Mr. Thomas to appropriate up to \$10,000 from the Ferry Capital Reserve to cover additional 2011 expenses and to pay the developers for the necessary pricing structure changes to accommodate the 3 tier pricing system. The motion was seconded by Mr. Walker. The motion carried with 7 votes in favor and 0 opposed. Wayne will insure that the developers create the necessary tables so that future pricing changes can be done in house.

**273 Leisure Lane - Re-vegetation Issues** **Executive Committee / Wayne**

09/17/2011 Wayne spoke with Mr. Zea. He intends to build on the property next year. The re-vegetation will be completed after construction is complete. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 No Change. Wayne explained that there was still approximately 25 feet adjacent to the foundation that still needed to be re-vegetated and the DEP had suggested that if the construction doesn't begin as soon as possible next year that the Town seriously consider legal action to get the remaining re-vegetation finished.

12/03/2011 No Change

**273 Leisure Lane Set-Back Violation** **Executive Committee / Wayne**

09/17/2011 The foundation has been cut and will be removed as part of the construction. Certified drawings to confirm the set-back violations have been remedied will be provided as part of the construction package. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 No Change

12/03/2011 No Change

**Beach Nine** **Wayne**

09/17/2011 The final agreement has been reached. The FII Board of Directors approved the agreement and authorized Mr. Potts to sign the agreement in his capacity as President of FII. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 Mr. Potts has signed 2 copies of the agreement and they have been forwarded to the Town attorney for Mrs. Leonard's execution.

12/03/2011 No Change

**Use of Frye island Facilities (Beaches) by non-residents** **Wayne / Marina Committee / DPW**

09/17/2011 New signs for the beaches have been purchased and will be installed this year if time permits. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 The signs will be installed in the spring.

12/03/2011 No Change

**Health Insurance Rates** **Wayne / Executive Committee**

09/17/2011 Wayne has requested quotes from three health insurance carriers. However, the insurance agent has said that with only three people getting insurance he didn't think he could do as well as MMEHT our current carrier. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 Mr. Thomas stated that he felt that the insurance provided for the existing employees should not change but adjustments should be considered for all new employees. He asked Wayne to get information on how other municipalities have structured employee health insurance.

12/03/2011 Wayne will distribute information from other municipalities. Wayne reported that the insurance rates for 2012 increased 4% instead of the 14% that was being discussed in September.

**Tennis Courts**

**John Crosby / Wayne**

09/17/2011 A warrant article to authorize the ExCom to appropriate up to \$100,000 to rebuild the tennis courts at the Recreation Center has been included on the warrant for the October 2011 town meeting. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 The warrant article to Rebuild the tennis courts at the Community Center was approved at the Town meeting. The motion was amended to fund this project from the Island Improvement Reserve for up to \$100,000 without paying it back with an increase in taxes. John Crosby reviewed the proposals with the 2 lowest bidders. Frank Snow's proposed to complete the project including a new fence and perimeter drainage for \$89,900. P&K / Vermont Recreational's proposal for the same was \$102,979. A motion was made by Mark Thomas and seconded by Gary Donohue to contract with Frank Snow for the tennis court rebuild. The motion passed with 6 votes in favor and 0 opposed

12/03/2011 Wayne reported that the contract was signed with Frank Snow to rebuild the tennis courts. He was able to remove the old fence, excavate the old courts, and refill and compact the area before leaving the Island this fall. As expected, a large number of boulders and old tree stumps were removed from the excavation. The project will be finished in the spring.

**Purchase 3" water distribution pipe for Leisure Lane**

**Executive Committee**

09/17/2011 Tropical Storm Irene and the required clean-up delayed the water line installation some. However, the crew has been doing a great job and is progressing better than expected. They expect to be at the intersection of Leisure and Birch before finishing for the season. The street and house connections will be completed after the Island closes for the season.

10/15/2011 Wayne explained that the installation had been concluded for the season at the intersection on Leisure Lane and Birch Road. The street and curb connections will be completed after the water system is shutdown for the season. We estimate 2 more years to complete the installation of the main distribution pipe. Birch Road, which should be relatively easy because of the limited number of house connections, and Leisure Lane from Birch Road to Birch Road remain to be done. The side streets and circles will be completed on an as necessary basis.

12/03/2011 All of the connections to the new water line were completed after the Island closed.

**Checking account reconciliation**

**Wayne / Joe Potts**

09/17/2011 The reconciliation for June and July has been finished but both Calvin and Joe had comments that have been forwarded to the accounting company doing the reconciliation. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 The reconciliation for June, July and August are complete. In addition, the information for September was given to Purdy Powers and has already been returned but we haven't received the report yet.

12/03/2011 Wayne reported that he and Calvin met with Jamie Tatham and Dena McVane after the Island closed in an effort to developed a plan for Calvin to eventually take over the reconciliation process. Calvin and Dena will do the October and November reconciliations in parallel and then Dena will check and compare and correct if necessary. We will continue this method for a couple of months and re-evaluate. Jamie Tatham is no longer with Purdy - Powers.

**Funding for the Long Term Transportation Reserve**

**ExCom**

09/17/2011 The Executive Committee reviewed both ferry rate proposals and after considerable discussion it was decided to place an article on the warrant for the Town Meeting proposing a three tier ticket pricing system. The proposed rates for a standard passenger vehicle are as follows:

- Discount Rate..... \$15.00
- Office Rate.....\$25.00
- Street Rate.....\$35.00

The rates for special vehicles and heavy equipment will be proportional and will be identified on the rate schedule. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 The three tier ferry ticket pricing schedule passed at the Town meeting. The new rates will be effective next season. Wayne asked Mr. Potts for the proposed percentage breakdown so TRIO could be properly setup for next season.

12/03/2011 Wayne has given the new rate schedule to Starlit and asked for an estimate of the costs to modify the software appropriately.

#### **Review proposal to replace deck on the mainland ferry ramp**

**ExCom**

09/17/2011 A contract has been signed awarding the job to Bancroft. They plan to begin as soon as the gantry is available in the fall. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 No Change

12/03/2011 Bancroft started the project on November 8<sup>th</sup> and has finished. A few of the underside support timbers are rotted. The deck curbs are in good shape but dried out a bit. We used the wood for the new curbs to replace the underside rotted timbers and reinstalled the old curb wood in their original positions. If on some future date we want to change the curbs with new, it can easily be done from above the deck. This item can be closed.

#### **Warrant Article for Financial Authority**

**J. Potts**

09/17/2011 A public hearing was held on 08/13/2011 to present the proposed warrant article. There were no comments on the proposed article and the article has been placed on the warrant for the October 2011 town meeting. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 The proposed warrant article was amended and passed at the Town Meeting. The ability to amend the warrant article at the Town Meeting which was questioned. Wayne checked with the legal staff at Maine Municipal Association after the meeting which confirmed that amending a charter amendment was not allowed at the Town Meeting and therefore the warrant article was invalidated.

12/03/2011 Mr. Potts volunteered to prepare the necessary documents so that the required approval process can begin at the May Executive Committee meeting.

#### **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

#### **Hokes Bluff Ferry**

**ExCom**

09/17/2011 The ferry has not been given to any other entity but the Town is no longer pursuing it. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 Wayne explained that John Crosby recently received a call from MEDOT asking if we were still interested in the ferry. They were told that the interested party in South Carolina was going to get funding for the transportation of the ferry and we would considered it if the transportation was funded. We haven't heard any more.

12/03/2011 No Change

#### **Disposal of Airboat**

**ExCom**

09/17/2011 We have not received any inquiries from the ads we ran but John Thompson, our Code Officer, has said that the Town of Naples might be interested. However, they do want to pay much if

anything for it. They will be picking it up to try it out next week. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 No Change  
12/03/2011 No Change

### Raw water intake

**John / Wayne**

09/17/2011 We estimate it will cost approximately \$20,000 - \$25,000 to extend the waterline so that it is in about 70 feet of water if it is done in house. I request the ExCom appropriate up to \$25,000 to from the Island Improvement Reserve to extend the water intake. A motion was made by Mr. Kuiken and seconded by Mr. Thomas to appropriate up to \$25,000 from the Island Improvement Reserve to extend the water intake line. The motion passed with 7 votes in favor and 0 opposed. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011 The pipe has been purchased and the 40 foot section shave been welded to form 1 – 1300 foot long pipe. We are waiting delivery on the final shipment of the weights to hold the pipe down. One everything is ready, we will install the pipe.

12/03/2011 The water intake line has been extended and was placed in service before the Island closed. It was necessary to hire Dock World and their barge to assist in the installation. In addition, the labor was higher than estimated because of the help needed to get the extension installed. Wayne reported that there was still approximately \$11,000 in the project budget. Calvin has outstanding invoices of \$4829.78 so it doesn't appear as though additional monies will be needed. The ExCom extended a "thank you for a job well done " to John Crosby and the Public Works and Golf employees for getting this done well below the estimates that were received from outside contractors years ago.

### Store Lease

**ExCom**

The people considering purchasing the store / cafe operation had some comments on the proposed lease agreement. The ExCom response is as follows:

- Not in favor of reducing the 1<sup>st</sup> year lease payment from \$7500 to \$6500
- Agree to setting increases at previous years CPI but with no limits
- Agree to pay 20% of cost to pump septic system
- Agree to allowing frozen drink sales but must be very specific in lease to prevent full bar from competing with golf course.
- Will agree to 2 – 5 year terms, CPI only with no limits
- Will not agree to pay for renovations to make store and cafe ADA compliant.

Wayne will relay this information to the prospective purchasers.

10/15/2011 This item was moved to the beginning of the meeting so that David Wagner could address the Executive Committee. Mr. Wagner explained their efforts to purchase the store and cafe operation and accepted the conditions offered by the ExCom with the exception of the rent payment. Mr. Wagner proposed an annual rent for the first 5 years of the agreement of \$5000 with an annual increase of 5%. In addition, he proposed to have 2 – 5 year options with the rent payment increasing each year by the previous years CPI with no limits. A motion was made to enter into executive session to negotiate the agreement options by Mr. Nun and seconded By Mr. Thomas at 0920. Returned from executive session at 0935. A motion was made by Mr. Thomas and seconded by Mr. Bond to accept the proposal from Mr. Wagner. Wayne will prepare the agreement and distribute it for signatures. This item will be closed.

12/03/2011 No Change....Wayne has received a "Termination of Agreement" from the Russo's attorney which he will sign once the new lease agreement is signed with the Wagner's.

### Transfer Station Upgrade

**ExCom / Wayne / John Crosby**

09/17/2011 The compactor truck is a 1992 Ford with a 20 yard Leach compactor that holds approximately 7 yards of trash. We have discussed the future operation of the transfer station and last year earmarked \$12,000 that was added to the Capital Reserve for renovations to the transfer station

system. I would like to get stated on these renovations. The total project cost for the renovations, which include 2 – 10’ X 40’ X 8” pads to support the compactors (\$5000); 2 – 2 cubic yard compactors , 3- 40 yard containers, plus VFD’s and installation (\$44,746) and DPW labor (\$2000) amount to \$51,746. Once this project is complete we will be able to eliminate the truck, which we may be able to sell, the maintenance, the driver, fuel, insurance and travel. I request the ExCom appropriate up to \$8000 from the Capital Reserve to install the 2 concrete pads this season. A motion was made by Mr. Thomas and seconded by Mr. Nun to appropriate up to \$8000 from the Equipment Reserve to install the required concrete pads for the future compactors. The motion passed with 7 votes in favor and 0 opposed.

10/15/2011 No change  
 12/03/2011 The pads have been installed.

**Consider changing some of the reserve names**

**ExCom**

09/17/2011 Mr. Nun has suggested that the names of some of the reserves be changed to better reflect their intended purpose. Wayne agreed to review all of the reserves at the end of the season.  
 10/15/2011 No Change  
 12/03/2011 No Change

**Review Capital Improvement List**

**Wayne / John Crosby/ ExCom**

A list of capital projects was reviewed. The following were approved:

- Sandblast and paint the interior compartments on both ferries. Before this can be done, additional man ways need to be installed in the decks in order to achieve the proper ventilation to perform the work safely. This was recommended by the insurance inspector. A motion was made by Mr. Thomas and seconded by Mr. Kuiken to appropriate up to \$55,000 from the Ferry Capital Reserve to add the new man ways, sandblast and paint both ferries. The motion was approved with 7 votes in favor and 0 opposed.
  - Add 2 rings to the water storage tank. This would increase the capacity of the tank by approximately 40,000 gallons at an estimated cost of \$100,000, based on a proposal received from the tank manufacturer. This should be considered not only because it would provide more volume in an emergency incident, but it would provide more contact time for the chlorination process but it would also provide more buffer during times of high flow so the flow through the filters could be reduced. This project will be reviewed after the water intake line has been extended.
  - Sandblast and seal the joints in the water storage tank. We have a proposal from Limerick Steeplejacks to complete this for \$24,000. A motion was made by Mr. Thomas and seconded by Mr. Kuiken to transfer \$24,000 from the Island Improvement Reserve to the Water Reserve to complete this project. The motion was approved with 7 votes in favor and 0 opposed.
  - Wayne and John will continue to update the list for ExCom review.
- 09/17/2011
- 10/15/2011 No change. Wayne will work with John Crosby and the Executive Committee to generate a long term capital improvement plan during the winter.
- 12/03/2011 No Change

**New Business**

**Review the fees charged for the rental of Marina slips**

**Executive Committee**

Mr. Bond discussed the fees charged at the Marina and Quail Circle and more specifically, the portion of the fee that is applied to the Town operating revenue. Wayne explained that this policy and the amount being applied to Town revenue was established by the Executive Committee in 2005. There was discussion about terminating this practice and applying the excess revenue from the marina rentals to the reserve fund. Wayne suggested that if this happened it not go into effect until 2013 because this revenue was already figured into the 2012 budget.

10/15/2011

12/03/2011 The Marina Committee will prepare a report with suggested rental fees and the disposition of profits for the ExCom agreed to review for the 2013 season.

**Police Department Snowmobile**

**Executive Committee**

Wayne told the ExCom that Chief Beaulieu had been trying unsuccessfully to locate a used snowmobile to be used for patrols during the winter. We have one that still runs well but is approaching 20 years old. This presents 2 issues, one is the possibility that the snowmobile could fail while being used on the island, and the other is the fact that with only one snowmobile that police officer on duty is on the island alone which creates an unsafe condition. Chief Beaulieu requested appropriating up to \$4000 for the purchase of a used snowmobile, the funds to come from the police portion of the public safety reserve. Mr. Thomas moved that the ExCom appropriate up to \$4000 from the police portion of the public safety reserve for the purchase of a used snowmobile. Mr. Bond seconded the motion. During the discussion the consensus was that it would make more sense to purchase a brand new snowmobile instead of taking a chance on a used one. Mr. Thomas withdrew his motion. There is \$8856 in the police reserve. Mr. Thomas made a motion to appropriate up to \$6300 from the police portion of the public safety reserve to purchase a new snowmobile. The motion was seconded by Mr. Walker which passed with 6 voted in favor, 0 votes opposed. The safety concerns of having a police officer on the island by himself in the winter were also discussed. Wayne agreed and will address the situation with Chief Beaulieu and develop the appropriate policy / procedures.

10/15/2011

12/03/2011

The new snow mobile was purchased from Long Lake Marina. This item will be closed

**New Business**

**Sebago Lake Projects**

**ExCom – Wayne - John**

Last Year Betty Williams submitted a proposal to acquire federal funding, on behalf of the Lake Region communities, for a number of erosion control projects. The following projects were submitted for Frye Island:

1. Leisure Road – beaches #3, 4 & 6 for a total cost of \$12000. The grant can pay 60% or \$7200 and the town/public works would be responsible for the 40% or \$4800
2. Sunset Road – Improvements include ditches, turnouts, check dams and a level lip spreader. Total cost \$1800. Grant pays \$1080. Town/public works pays \$720
3. Ferry Landing Area – add surface material, grade, and pave over 20,000 square feet. Total Cost \$35,000. Grant pays \$21000. Town pays \$14,000.

Last years request was denied. However, she resubmitted the same request this year and this year it got approved. I received the following email from Nate Whalen. He is the Island's representative from the Portland Water District. Will the ExCom approve these projects?

12/03/2011

Hi Wayne and John,

There is a federal grant for road work on Sebago Lake available to Frye Island. The goal of the grant is to reduce storm water run off. The grant is administered by Betty Williams of Cumberland County Soil and Water Conservation District. The Island needs to do \$15,000 worth of work to get an additional \$30,000. You will get \$45,000 worth of work for \$15,000.

A motion was made by Mr. Thomas to appropriate up to \$19,525 from the Island Improvement Reserve to pay the Town portion of the projects identified above. The motion was seconded by Mr. Nun and approved with 7 votes in favor and 0 opposed. However, there was opposition to the paving of the Ferry Landing area and the ExCom wanted all alternate options reviewed before paving and paving would require approval from the Town before proceeding. Wayne will sign and forward the approval letter to Nate Whalen at the Portland Water District.

## Other New Business

### Ferry off Season Policy

### ExCom

12/03/2011

Mr. Donohue identified the fact that the existing policy allowed only 2 days for people to go to the Island before an dafter closing to open or close cottages. And, the old rate of \$50.00 per trip instead of the current rate of \$60.00 was still on the policy. A motion was made by Mr. Nun and seconded by Mr. Bond to revise the policy to allow 5 days before and after the season for purposes of opening and closing cottages, to not distinguish between contractors or Islanders and to insure that the policy reflected the new rate of \$60.00 per trip. The motion passed with 7 votes in favor and 0 opposed.

**Meeting Minutes:** A motion was made by Mr. Nun and seconded by Mr. Walker to approve the minutes of the October 15, 2011 meeting. The motion passed with 7 votes in favor and 0 opposed.

**Treasurers Report:** Mr. Potts reported that the latest review of the accounts including the Governmental Account, and the Ferry, Golf and Marina all appeared to be doing well and there would be no need to use the \$10,000 approved at the Town meeting for the possible budget overrun.

**Golf Report:** Mr. Thomas reported that Laura Davis was the new Director of Golf.

**Marina Report:** No report.

## EXECUTIVE SESSION

None

## ADJOURN

A motion was made by Mr. Nun and seconded by Mr. Thomas to adjourn the meeting at 11:05 AM. The motion was approved with 7 votes in favor and 0 opposed.