



**MEETING MINUTES FOR THE
SELECTMEN /EXECUTIVE COMMITTEE
MEETING 02/04/2012
TOWN OF FRYE ISLAND**

START	END	NEXT MEETING	NEXT TIME	NEXT MEETING LOCATION
0903	1143	April 7, 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

 Tom Zenovic – Merrill Lynch
 Dave Ringler - UBS

PETITIONS FROM THE PUBLIC

None

OLD BUSINESS

	Business Item	BIC
	<u>Community Center Handicap Access</u>	Wayne
	Prior to 09/18/2010, see September 18, 2010 meeting minutes.	
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	
02/04/2012	No Change	
	Conceptual Plan for Willis Property – Transportation Committee	Wayne/Transportation Committee
	Prior to 09/18/2010, see September 18, 2010 meeting minutes	
09/17/2011	An article has been included in the Town Meeting warrant to appropriate up to \$30,000 from the Long Term Transportation Reserve to develop the final engineering design for the Park & Ride Facility. For more information see the minutes of the 08-13-2011 meeting.	
10/15/2011	A warrant article to appropriate up to \$30,000 from the Long Term Transportation Reserve to fund the final design was approved at the 10/08/2011 Town Meeting . Mr. Bond acting on behalf of the Executive Committee and the Transportation Committee agreed to contact Land Services Inc. to initiate the project.	
12/03/2011	No Change	
02/04/2012	A copy of the design plan submitted by Land Services Inc had been circulated to the ExCom. The plan was modified slightly to provide parking perpendicular to the Ring Road instead of parallel to the road. The ExCom members saw no issues with this change. It is the intention of Land Services Inc. to present a preliminary design to the Raymond Planning Board for its March or April meeting. Wayne will notify LSI that the modification to the parking was acceptable.	
	Ferry Electronic Ticketing System	Joe / Wayne
	Prior to 09/18/2010, see September 18, 2010 meeting minutes.	

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 al 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 expanses 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.

02/04/2012 Wayne mentioned that he had talked to the sales representative for the scanners and they will be returned to the developer in a week or two so they will be ready for the opening of the season.

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

02/04/2012 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

02/04/2012 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

02/04/2012 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.
- 02/04/2012 Wayne has distributed information that was available from other municipalities.

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.
- 02/04/2012 No Change

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. A motion was made by Mr. Nun to appropriate \$13,291.40 from the Water Reserve to cover the cost of the over-run in 2011 and to transfer \$40,000 from the Water Reserve to the Capital
- 02/04/2012 Operating account for the continuation of the water line installation. The motion was seconded by Mr. Thomas. The motion passed with 7 votes in favor and 0 votes opposed.

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 develop 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.

02/04/2012

Calvin Nutting has completed the reconciliation for December and it was reviewed and accepted by Purdy – Powers.

Funding for the Long Term Transportation Reserve

ExCom

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:

09/17/2011

- 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.

02/04/2012

Wayne reported that the developer has begun working on the new application to reflect the three tier ferry ticket rate structure and will installation the application on the mobile devices as soon as he receives them.

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.

02/04/2012

No Change

E-911 Addresses

ExCom

09/17/2011

Wayne has spoken with the State E911 coordinator. She has sent an E-911 map book which identifies all of the roads on the Island with the number ranges that they have on record. Wayne indicated the first step in the process was to review all of the roads that on the E911 map book for accuracy. This will probably extend into a winter project. For more information see the minutes of the 08-13-2011 meeting.

10/15/2011

No Change

12/03/2011

No Change

02/04/2012

No Change

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

The contractor looking into transporting the ferry to Maine had reached to \$88,000 with just road/highway permits and police details. This estimate does not include any trucking or crane work. John Crosby told them that considering this cost it did not feasible, so they are now going to estimate moving the boat to the Alabama River or to the US east coast and then up the inter coastal under power or on a barge to Maine. Dave Bond reported that he thought that Me DOT and the FHWA were trying to figure a way to transport it to Maine free of cost to Frye Island. The ExCom agreed if we could get it free of transportation costs we should accept it. Wayne will check on additional insurance cost if we add a third ferry to our fleet.

02/04/2012

Disposal of Airboat

ExCom

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.

09/17/2011

10/15/2011

No Change

12/03/2011

No Change

02/04/2012

No Change

Transfer Station Upgrade

ExCom / Wayne / John Crosby

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.

09/17/2011

10/15/2011

No change

12/03/2011

The pads have been installed.

We have received 2 proposals for the purchase and installation of the compactors / containers. One from Maguire Equipment for \$48,546. The other from Atlantic Recycling for \$50,390. There is \$90,192 in the Equipment Reserve. I request the Executive Committee appropriate up to \$55,000 from the Equipment Reserve to purchase and install the compactors from Maguire Equipment. The additional monies area contingency for unexpected issues that might arise during the installation. Any approved funds not expended will be returned to the Equipment Reserve. In addition, we will attempt to sell the old compactor truck. Any monies received from the sale will be returned to the Equipment Reserve.

02/04/2012

A motion was made by Mr. Thomas to appropriate up to \$55,000 from the Equipment Reserve to purchase and have the compactor / container/ system installed by Maguire Equipment. Mr. Nun seconded the motion. The motion passed with 7 votes in favor and 0 opposed.

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
 02/04/2012 It was determined that identifying the intent of the reserve in parenthesis following the reserve name was sufficient. This item will be closed.

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.

09/17/2011 Wayne presented the cost to complete a single ring expansion for approximately \$60,000 and a 2 ring expansion for approximately \$75,000. Both estimates included the cost of the material, erection and a \$10,000 contingency. The ExCom asked the following questions which Wayne agreed to respond to for the next meeting:

1. What would the capacity requirements be when / and if full Island build out was reached?
2. How would the addition of 1 ring and 2 rings affect the capacity and contact time now and at build-out?
3. Could we wait until after the season to see how the increase in the length of the water intake pipe impacted the filtration system?

Wayne indicated that this project will become a separate item on the agenda going forward.

- 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.

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
 Limerick Steeplejacks has not been responsive to our attempts to schedule the sandblasting of the interior of the ferries this spring. Bancroft has recommended another company they use for similar work. John Crosby has contacted them for a cost. They are \$2000 higher than Limerick but will get this done for us this spring. I request that the ExCom appropriate and additional \$2000 from the Ferry Capital Reserve so this can be done this year.

02/04/2012 A motion was made by Mr. Nun to appropriate an additional \$2000 from the Ferry Capital Reserve to get the interior compartments of the ferries sandblasted and painted this spring. Mr. Walker seconded the motion. The motion passed with 7 votes in favor and 0 opposed.

- 10/15/2011 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.
- 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.
- 02/04/2012 No Change

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.

- 02/04/2012 No Change

New Business

Town Investments with Merrill Lynch

Executive Committee

Tom Zenovic has informed the Town that Merrill Lynch will no longer be servicing Municipalities. However, he does have an associate that is employed by a company that could offer the same services that we received from Merrill Lynch. He plans to attend the teleconference meeting to explain the change and to introduce the associate. I told him we would let him go first on the agenda so he wouldn’t have to wait through the entire meeting. Mr. Tom Zenovic and Mr. Dave Ringler attended the meeting. Tom explained that Merrill Lynch would no longer be providing service to Municipalities and he recommended that Dave Ringler, from UBS, handle the Towns investments going forward. Tom introduced Dave. Following the introduction, Dave explained his company and his experience to the ExCom. Mr. Zenovic then reviewed the Towns portfolio with the ExCom which showed very favorable return. He also confirmed that the Towns principle investments were very secure and insured by FDIC. Following The presentation, Mr. Thomas made a motion to transfer the Towns investment assets from Merrill Lynch to USB. Mr. Walker seconded the motion. The motion passed with 7 votes in favor and 0 opposed.

- 02/04/2012

Approve "Carry - Forward" account monies

Executive Committee

02/04/2012 The Treasurer has identified the projects, (v4) that have residual funds that should be carried forward into 2012. This list needs approval by the Executive Committee. Mr. Nun made a motion to approve carrying the residual funds identified in V4 of the project list, as prepared by the Treasurer, into 2012. The motion was seconded by Mr. Walker and approved with 7 votes in favor and 0 votes opposed.

Transfer funds from Ferry Operation Reserve to 2011 operating budget

ExCom

02/04/2012 The ferry expenses for 2011 were \$4028 more than the revenue taken in. Revenues were down approximately \$9700 below plan and expenses were about 6700 above budget. The Ferry Operating Reserve was established to account for these discrepancies. I request the ExCom approve the transfer of \$4028 from the Ferry Operating Reserve (~\$179K) to the 2011 operating budget. It was determined that this should wait until after the financial audit was completed; therefore, no action was taken and this item will be closed until then.

Annual Audit

Wayne / ExCom

02/04/2012 In light of the high cost (\$21K) of the annual audit, an RFP was requested from 4 Certified Public Accounting firms for the audit of the 2011 Town financials. Any change would be for a minimum of 3 years. Replies are due February 29.

2012 Ferry Schedule

ExCom

02/04/2012 Review and approve the 2012 ferry schedule. The schedule is the same as 2011. The opening date was discussed and it was decided that we would wait until April to see if the weather and required project work would allow an earlier opening. Wayne agreed to discuss this in the Annual Report / Winter News Letter which will be issued the latter part of March

Apply 2011 Golf profit to the Golf Equipment Reserve

ExCom

02/04/2012 Golf profit would normally go to the Operating Reserve but can be distributed into the Operating Reserve or the Equipment Reserve with a recommendation from the Golf Committee and approval from the ExCom. The Golf Committee has requested the profit be entered into the Equipment Reserve.

Mr. Thomas made a motion to transfer \$6160 from the Golf Operating Reserve to the Golf Equipment Reserve. Mr. Donohue seconded the motion and it passed with 7 votes in favor and 0 opposed.

New gas Golf Cart

ExCom

02/04/2012 The Golf Committee has recommended the ExCom appropriate up to \$4000 to purchase a golf cart.
Mr. Thomas made a motion to appropriate up to \$4000 from the Golf Equipment Reserve to purchase a new golf cart. Mr. Nun seconded the motion which passed with 7 votes in favor and 0 opposed.

Other New Business

Meeting Minutes: Approve the minutes of the 12/03/2011 meeting.

Mr. Donohue made a motion to accept the minutes of the 12-03-2011 meeting. Mr. McCarthy seconded the motion which passed with 7 votes in favor and 0 opposed.

Treasurers Report: Mr. Potts identified the following:

1. The old credit card processing service was still charging the Golf Course the monthly fee. Wayne said that he would see that this got cancelled. Wayne will also see if the monthly fee being charged by the new company can be eliminated or reduced during the off season.
2. The Yacht Club Equity Reserve now has \$56,000 in it. The Marina Committee will review this and determine if a recommendation should be made to the ExCom to establish a limit on the amount carried in the reserve.
3. 1684 Ridge Road has an assessed value well below that of other waterfront lots. Wayne explained that at one time this had been determined to be a non-buildable lot. It appears that this has changed and the Assessors Agent is reviewing this.

Golf Report: Mr. Thomas reported that the Golf Committee met last weekend and the minutes of the meeting and the recommended fees will be available for the next meeting.

Marina Report: Mr. Bond reported that the Marine Committee has reviewed it's "to do" list and will be working on it.

EXECUTIVE SESSION

ADJOURN