



# MEETING MINUTES FOR THE SELECTMEN /EXECUTIVE COMMITTEE MEETING 08/18/2012 TOWN OF FRYE ISLAND

<b>START</b>	<b>END</b>	<b>NEXT MEETING</b>	<b>NEXT TIME</b>	<b>NEXT MEETING LOCATION</b>
0908	1334	Sept 1, 2012	9:00 AM	Public Hearing - Community Center

### ATTENDANCE

#### EXECUTIVE COMMITTEE: (Roll call)

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

**Town Manager:** Wayne Fournier

**Treasurer:** Joe Potts

### Public Hearing

Mr. Nun opened the public hearing at 0900. Mr. O'Connor (1054) and Mr. Riley (316) were in attendance. The purpose of the Public Hearing was to discuss the proposed amendment to the Town Charter clarifying the financial authority of the Executive Committee. A copy of the proposed amendment was distributed. Mr. O'Connor suggested that a roll call of the vote be included in the amendment. Wayne explained that it was common practice to place the names of the voters in the meeting minutes whenever a vote was not unanimous and therefore it was not necessary to include it as part of the amendment. Hearing no other comments, Mr. Nun closed the Public Hearing and opened the regular meeting at 0908.

### 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. They 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	
04/28/2012	No Change	
05/19/2012	There has been no change but Wayne indicated that getting the reimbursement from the State had become a personal challenge now.	
06/16/2012	No Change	
07/14/2012	Wayne reported that he had finally made some head way with the State. He had to give up 3 hours (\$57.00) of labor because it wasn't identified on a separate payroll warrant. With that eliminated the State was able to confirm the expenses and will process the request for reimbursement. It normally takes 3-4 weeks.	
08/18/2012	Wayne had a recent discussion with the folks in Augusta and was told that the Deputy Secretary of State had approved the application and it had been sent to the Department that dispersed the funds. We should receive the money shortly.	

**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.
- 04/28/2012 Pat Cayer from LSI has the plan ready for submittal to the DEP. He wanted to schedule a meeting with the ExCom and the Transportation Committee to review the final plan but it was almost impossible to schedule a date that would fit everyone’s schedule. Dave Bond asked Wayne to see if Pat could send a PDF of the plan for review. Wayne said he would contact Pat and get it done.
- 05/19/2012 The final design plans have been received from LSI and forwarded to the transportation Committee for review. The only noted change was a minor relocation of the end of the ferry access road to better accommodate traffic flows. Wayne said he would send copies to the ExCom members for their review.
- 06/16/2012 The Transportation Committee met with Pat Cayer and Mark Gray to review the plans for a final time before submitting to the DEP and the Town of Raymond Planning Board. It was decided to pave a portion of the Ring Road because of the slope and the concern for erosion. It was surprising to learn that paving actually was beneficial to the phosphate calculations, relative to non-paved areas. It was determined that signage had to be addressed before submitting the plans to Raymond. Wayne has signed the Planning Board application and delivered the check in the amount of \$1623 to Pat Cayer for inclusion with the Planning Board. In addition, Wayne has received the DEP application from Mark Gray for the Storm Water Permit. Mr. Nun made a motion authorizing Wayne to sign the permit application. The motion was seconded by Mr. Thomas and passed with 7 votes in favor and 0 opposed. There is a \$250 application fee that must accompany the submittal.
- 07/14/2012 The Raymond Planning Board met to review the site plan application that Frye Island submitted. In addition to the Planning Board, and the engineers representing Frye Island, there were a number of residents from the lower Cape Road in attendance. A few spoke in opposition to the park & ride for various reasons including safety at the crossing area, additional traffic on Quarry Cove Road, security, lighting etc. The Planning Board suggested a site walk which was scheduled for Monday July 16<sup>th</sup>. In addition, it was suggested that a traffic engineer be employed to help quantify the traffic in the area and review site lines etc. We are waiting a cost estimate from a traffic engineer recommended by Mark Gray.
- 08/18/2012 We have an estimate of \$2500 for the traffic study. Wayne gave the engineer the OK to perform the study. We don’t expect to be ready for the Raymond Planning Board again until September.
- Tennis Courts**
- 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

04/28/2012 The contractor has been notified that the Island is open and he can complete the project. There is a June 30 deadline for the courts to be finished.

05/19/2012 No Change

06/16/2012 Work has restarted on the courts. They are scheduled to be paved this week. (Week of June 10<sup>th</sup>).

Wayne has signed the proposal with Vermont Tennis to install the fence and to paint and line the courts. The paved surface requires a minimum of 2 weeks to cure before the paint & lines can be applied. This project is a bit behind schedule because the rain delayed the paving.

07/14/2012 Vermont Tennis is scheduled to begin installing the fence on Monday July 16<sup>th</sup>. Mr. Riley suggested 2 additional gates be installed. Wayne recommended that the ExCom appropriate an additional \$680 from the Island Improvement Reserve to pay for the additional gates. Mr. Thomas made a motion to appropriate \$680 from the IIR to pay for the installation of 2 additional gates. The motion was seconded by Mr. Nun and passed with 7 votes in favor and 0 opposed. The courts are scheduled to be opened for use on July 28<sup>th</sup>.

08/18/2012 The tennis courts are open and in use. Frank Snow has agreed to spread 1-1/2 inch stone for drainage around the perimeter of the fence as part of the original project. When he is finished, we have an estimate for \$2000 to loam and seed the remaining area in front and on the westerly side of the courts. Mr. Bond made a motion to appropriate up to \$2500 from the Recreation Reserve to loam and seed the areas around the new courts. Mr. Donohue seconded the motion which was approved with 6 votes in favor and 0 opposed.

#### **Installation of New Water Distribution Line**

#### **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.

02/04/2012 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 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.

04/28/2012 No Change

05/19/2012 The Public Works Crew has been installing the new pipe on Leisure Lane as time has permitted. The installation crew has returned to the Island so the progress should increase. John reported that he should have enough pipe to finish Leisure Lane and Birch Road.

06/16/2012 The installation crew is now in the vicinity of 290 Leisure Lane.

07/14/2012 The crew is about at the Long Beach Marina on Leisure Lane. The plan is to complete the installation along Leisure Lane and Birch Road to the intersection of Birch and Highpoint Drive this season. John Crosby indicated that we should have enough pipe for this phase.

08/18/2012 It is expected that the installation crew will complete the section from the intersection of Leisure Lane and Birch Road up to High Point Drive in the next week or so. The connections at that point will wait until the system is shutdown in the fall.

**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.

04/28/2012 Mr. Potts stated that he would have the proposed warrant article available for the ExCom to review and approve at the May meeting.

05/19/2012 Mr. Potts has provided the proposed warrant article for ExCom review. Mr. Donohue questioned the need / desire to change the annual Town Meeting date from Columbus Day weekend to Labor Day weekend. The ExCom found no compelling reason for this change and it was determined that this should be deleted from the proposed warrant article.

06/16/2012 No Change

07/14/2012 Mr. Thomas made a motion to hold a public hearing for the purpose of placing an amendment to the Town Charter, defining the financial approval requirements, on the October Town meeting warrant. The motion was seconded by Mr. Nun and approved with 7 votes in favor and 0 opposed. The Public Hearing will be scheduled prior to the ExCom meeting on August 11 at Community Center.

08/18/2012 The Public Hearing was held prior to the meeting with no changes required. Mr. Nun made a motion to approve the proposed Charter amendment as presented and place it on the warrant for the annual Town meeting in October. Mr. Walker seconded the motion. This vote was by the Selectmen only. In Mr. Thomas' absence, the vote was 2 in favor and 0 opposed. The proposed amendment will be placed on the October Town Meeting warrant.

**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

04/28/2012 Wayne and John need to meet to identify the road names that are very similar and decide on new names. These, one approved by the ExCom, will be submitted to the State for inclusion on the 911 maps. Then the numbering can begin.

06/16/2012 No Change. Wayne is setting up a meeting with John Crosby, Chief Persson and Chief Beaulieu

07/14/2012 Wayne is trying to schedule a meeting with Chief Persson, Chief Beaulieu and John Crosby to review the information and the maps of the Island provided by the State.

Wayne met with Chief Persson, Chief Beaulieu, & John Crosby. The Island maps provided by the State were reviewed it was determined that there were seven roads that might need a name change to eliminate potential confusion:

1. Leisure Lane (south of Sunset) change to Lake Shore Drive
2. Paddock Circle
- 08/18/2012 3. Birch Road change to Blueberry Lane (to differentiate from Birch Circle)
4. Harbor Lane change to Poplar Road
5. Hillcrest Drive change to Foothill Lane to differentiate from Hillside and Hilltop
6. Hillside Drive to Mountain Road to differentiate from Hillcrest Drive and hilltop
7. Leap View Circle change to Cape View Circle to differentiate from Lake View Circle.

**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
- 02/04/2012 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.
- 04/28/2012 At this point it is uncertain that the ferry is still available. I have discussed this with Tim Graves, Etowah County Engineer, in Alabama. He informed me that there is a county in Alabama that is very interested that planned to look at it on Thursday, April 19<sup>th</sup>. If their review committee approved of the ferry they would seek approval from the county commissioners. Mr. Graves said that if at all possible they would prefer to keep the ferry in Alabama but he would keep me informed. In the meantime we have completed an application for funding from the MEDOT to help transport the ferry to Maine. A motion was made by Mr. Bond to appropriate up to \$20,000 in matching funds from the Ferry Capital Reserve, with the option to withdraw at any time, toward a grant to move the ferry to Frye Island should it become available. The motion was seconded by Mr. Walker and approved with 7 votes in favor and none opposed.
- 05/19/2012 No Change
- 06/16/2012 No Change
- 07/14/2012 No Change
- 08/18/2012 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
- 02/04/2012 No Change
- 04/28/2012 Mr. Crosby stated that the air boat was still in Naples but he had an individual interested in purchasing it. He will discuss this with John Thompson and see what has to be done to retrieve

the boat from Naples.

- 05/19/2012 Wayne reported that the Town of Naples had decided that they didn't want the air boat and would return it next week. John Crosby has a potential buyer once we get it back.
- 06/16/2012 The air boat has been returned and has been given to Jodi Minor for a test drive.
- 07/14/2012 The boat has been returned to the Island. Mr. Minor has indicated that he is still interested but we have reservations about his ability to purchase the boat. We have a low offer of \$500 but we will try to advertise in the FINS and on Craig's List to see if we can get a better offer.
- 08/18/2012 We have advertised on Craig's list but received no solid offers. There is a local contractor, other than Mr. Minor that might be interested.

**Add additional rings to the water storage tank**

John, Wayne, ExCom

Adding 2 rings to the water storage tank 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 because it would provide more volume in an emergency incident. In addition, it would provide more contact time for the chlorination process and it would allow lower flow through the filters during peak usage providing better filtration and longer filter life. 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.

- 04/28/2012 Wayne presented some figures on the capacity of the storage tank as it exists and with the addition of one and two rings. Typically, July is the month with the greatest flows and the month that should be used to determine flow / capacity requirements. It was agreed to continue to collect data through the season so a decision could be made in the fall.

05/19/2012 No Change

06/16/2012 No Change

- 07/14/2012 Wayne mentioned that when we could keep the total flow through the filters at 50 GPM or less we got almost 1,000,000 gallons through the filter bank without having to change the filters. However, as the flow has increased the filter life has decreased. Wayne said he will have numbers available for the ExCom at the next meeting.

- 08/18/2012 Mr. Crosby told the ExCom that he had a recent discussion with the tank manufacturer and he agreed to hold the price and if an order were placed in the next week or so, he could have the sections delivered in October so the installation could begin as soon as the system was shutdown and the tank drained. Mr. Crosby also mentioned that before the sections would be ordered we needed to have an engineer check the calculations for the base to insure it could support the added load. The tank manufacturer will provide us with the load requirements. Mr. McCarthy made a motion to appropriate up to \$100,000 to purchase and install two additional rings on the water storage tank. Mr. Bond seconded the motion which passed with 6 votes in favor and 0 opposed. It was decided that the funds should come from the Water Reserve. However, because there is not sufficient funds in that reserve the money will be borrowed from the Island Improvement Reserve and repaid when there were sufficient funds in the Water Reserve.

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

**Executive Committee**

- 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
- 04/28/2012 No Change
- 05/19/2012 No Change
- 06/16/2012 No Change
- 07/14/2012 Mr. Bond stated that the Marina Committee wasn't going to recommend a change in the rental and equity fees charged now but the Committee did request eliminating the additional \$5.00 fee for the sticker. Wayne indicated we could do that next year.
- 08/18/2012 Wayne asked about the current "management" fee that is applied to the Town operating budget. If this is to be eliminated from the Town operating revenue it will impact the budget. No action was taken at this time. Wayne will get an estimate of the office time spent on Marina activities.

**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.

- 12/03/2011 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?

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.

- 02/04/2012 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 Dist.
- 04/28/2012 No Change
- Program has changed so that only actual cash outlay required is \$3500. Additional matches include planning labor and construction costs. Wayne and John will meet with the representatives from the Portland Water District soon to discuss the details of the projects.

05/19/2012 Wayne mentioned that a meeting has been scheduled for May 24<sup>th</sup> with the Portland Water District and an engineer from Cumberland County to review the details of the projects. They still feel the fix for the downtown area is to pave it with the proper swales to direct the storm water to the catch basins that were installed a few years ago. However they are aware of our concerns and will review everything to make this the last resort design. If it got to this, they indicated a willingness to come before the ExCom with their proposal once they had it finalized. They would also be willing to attend a public hearing and the Town Meeting if the ExCom felt they should.

06/16/2012 John Crosby and John Thompson met with the engineer from Cumberland County to review all of the potential projects. The "Downtown" area was discussed at length. The engineer is going to design a run-off system using pre-cast concrete to catch and direct the storm water to the catch basins. A meeting has been scheduled for Tuesday, 6/19, with the engineer from CC Work has begun on Beach 3, John and Wayne met with the engineer and the representative from porous Technologies regarding the porous concrete storm water system for the downtown area. The engineer is preparing a draft plan using the concrete sections so a cost can be determined.

07/14/2012 Beach 3 has been finished except for the planting of vegetation along the northern property line. We have not received the plan from the Cumberland County engineer.

### **Community Center Pool Tables**

**ExCom / Wayne / John Crosby**

05/19/2012 Wayne reported that we had a professional company in to evaluate the pool tables. He reported that the pool tables would be worth quite a bit if they were refurbished. He claimed that the pool table in the upper lounge could be worth as much as \$60,000 and the one in the Recreation Room as much as \$40,000. The ExCom agreed that we should attempt to sell them as is and if they sold we could purchase a new, less expensive table for the Recreation Room. We will look into selling both of these tables.

06/16/2012 The pool table company has requested photos and information on the tables and will help us find a buyer. The information requested has been sent.

07/14/2012 Wayne mentioned that John had sent out some photos and the responses were all negative. We will try more but it doesn't look as fruitful as originally thought.

08/18/2012 No Change

### **Community Center Siding**

**ExCom / John Crosby / Wayne**

05/19/2012 Wayne reported that the installation of the vinyl siding on the Community Center was not done very well and the best repair was to remove the siding and reinstall it. We had a proposal from Sibley Construction Co. to do this at an estimated cost of \$7,000. We agreed to attempt to get Lakes Region Management Co., the installer to cover the cost of this repair.

06/16/2012 Lakes Region Property Management was contacted. They inspected the building with the supplier and they have called in the manufacturer's representative.

07/14/2012 It appears that Hancock Lumber Co, the supplier of the siding, feels there is a problem with the siding. They have been told we expect it repaired or we will take legal action. The supplier is supposed to visit the Island to review the siding this week. It was noted that the siding appears to be melting in a couple of places.

08/18/2012 An inspector for the manufacturer has reviewed the building. She identified some issues with the installation and indicated that the siding was a good quality and couldn't explain the "melting" problem. We have not seen her report yet. The Executive Committee agreed that to go another winter without an acceptable resolution could cause damage to the building. It was decided that the appropriate recourse for the Town was to go after the installer. Therefore we will inform the installer that if there is no action taken or plan of action prepared that will rectify the issue before winter we will have the Town attorney begin legal proceedings to resolve the issue.

### **Proposed Parking Ordinance**

**ExCom**

06/16/2012 While reviewing the parking ordinance for the handicap parking it was noted that the ordinance was quite lacking. In addition, the fines were not consistent with most municipalities. This should go before the Town in October. It was agreed that Chief Beaulieu

should finalize the revised ordinance for ExCom approval.

07/14/2012 Chief Beaulieu has finalized the proposed revisions to the Parking Ordinance. The Selectmen need to approve placing the revised ordinance on the 10/06/2012 Town Meeting warrant. It was decided to add an additional violation, autos parking in a spot designated golf carts only. Chief Beaulieu will prepare a final draft for the August meeting.

08/18/2012 The final draft will be available for public hearing on September 1<sup>st</sup>.

#### **Communications Antenna**

**Wayne/ Chief Persson**

07/14/2012 Wayne and Chief Persson met with Chief Tupper from the Raymond Fire Dept to discuss the existing problems with the emergency communication system. There are a number of areas in the lower cape road area and on Frye Island that have no communications. Chief Tupper was in hopes that we could work together to install a new antenna in this area. Ideally it would be on the Island but if power were lost during the off season it would shutdown the communications so somewhere in the vicinity of the ferry trailer or in the proposed park and ride area would be the best option. We will be meeting with Chief Tupper and the radio communications people to review sites so costs can be determined.

08/18/2012 No Change

#### **Record Retention**

**Wayne / ExCom**

07/14/2012 . The State requires that some municipal records be retained for less than a year while other records must be retained forever. With the exception of our lot files, which have been scanned, all other files are paper copies. We built storage racks in the back meeting room and the kitchen area of the Admin building and these areas are over flowing now. State law also requires that these records be maintained in a fire proof vault. We are investigating ways to better store our Town records and historical files. No action taken at this time

08/18/2012 Wayne indicated that there were a couple of lots adjacent to the golf course, and near the public works building that might support a new office building. The land was such that a daylight basement with access from Putting Hill Circle could serve as a record retention area and access from fairway lane could provide handicap access to the office. Wayne was directed to determine the square footage that would be required for a new office building.

#### **Siding Administration Building**

**ExCom**

07/14/2012 At a previous meeting we were asked to get a proposal to put vinyl siding on the Administration. We have received a proposal from Sibley Construction Co. Depending on the quality/ grade of siding used, the prices ranged from \$24,500 to \$37,000. An additional option to replace approximately 25 windows was included for \$15,000. The possibility of a new office was broached but no action was taken.

08/18/2012 No change, although Wayne did count the windows and there are 11 up stairs in the areas used as the administration offices. Wayne also spoke with the current owner of the store operations and he would definitely be interested in acquiring additional space.

#### **Sandblast and paint the exterior surfaces of the ferries**

**John/ Wayne/ ExCom**

07/14/2012 We have received 2 quotes to paint all of the exterior surfaces of the ferries, excluding the bottom. Limerick Steeplejacks Inc. has quoted \$32,900 per ferry. Marston Industrial Services has quoted \$34,000 per ferry with an option to do the bottoms for an additional \$17,000. Limerick Steeplejacks didn't provide a bottom option. Because there was a disagreement on the paint and dry film thickness (DFT) required, Wayne has emailed the naval architect for a paint spec.

08/18/2012 The naval architect didn't have a spec however; the painting company specification requires a DFT of 5 to 7 mils. Wayne will prepare a specification so that both bidders are bidding on the same thing.

#### **Milfoil**

**Wayne**

07/14/2012 Wayne reported that there seemed to be a lot of milfoil in the Long Beach Marina this year. We have employed a diver for many years and have been able to keep ahead of it until this year. This appears to be the case all over the lake. Wayne will try to contact RWPA Monday; they

have a vacuum harvester on the lake to find out if it can be leased or rented. Mr. Bond suggested there are a couple of more on the lake also. Wayne will try to get some information on them.

08/18/2012 Wayne met with some people from the Lakes Environmental Association, Turtle Cove and Deep Cove to discuss milfoil removal. The Raymond Waterways Protection Association operates a suction harvester for the removal of milfoil. They say it costs about \$750 a day to operate the boat. I have asked them to look at the marina and give me an estimate of the cost to bring their boat over and remove the milfoil from the marina.

### New Business

Fairway Mower for Golf Course	ExCom
08/18/2012	The Golf Course is purchasing a used fairway mower for \$17,000. The Golf Committee is requesting the Executive Committee approve the appropriation of \$17,000 from the Golf Equipment Reserve for the purchase of the fairway mower. Mr. Nun made a motion to appropriate up to \$17,000 from the Golf Equipment Reserve for the purchase of a fairway mower. Mr. Walker seconded the motion. The motion passed with 4 votes in favor and 2 opposed. Mr. Donohue and Mr. McCarthy both voted in the negative. Not because they were opposed to the purchase on the mower but they didn't feel they had enough information on the reason for the need of a new mower to vote in the affirmative.
2013 Budget	<b>Wayne / ExCom</b>
08/18/2012	Wayne is working on the first draft of the 2013 budget to be presented at a Public Hearing scheduled for September 1 <sup>st</sup> . Any and all input from the ExCom would be appreciated.
E-Ticket system	Wayne
08/18/2012	Mr. Potts discovered an error in the "to" & "from" the island data. This occurs because there are times when the time/date stamp reverts to 2009. Some of the data collected uses the server time stamp and some use the MD time stamp. The "to/from" data uses the MD time stamp. It was discovered that when the MD's loose power they default to 2009 and consequently the data doesn't appear as one would expect. All of the data is available in the system but I decided not to pay the developer to dig it out unless we needed it. On a daily basis we use the shift management data to review operations. On another note, we are looking into the next generation scanner. The existing MD's use the windows mobile operating system which is not being supported and is difficult to program. It still works but if we plan to continually improve the system we need to change these devices at some point. The developer has identified a "ruggedized" Android tablet device that could provide more versatility including the ability to read bar codes from i-phones, read different bar-codes, attach to credit card scanners etc., and it is less expensive than the MD's we are currently using. We plan to purchase one this year so we can test it before the season ends. Wayne also mentioned that a recent storm had taken out the wifi unit for the system. The device has been replaced but we don't yet know the cost. Mr. Donohue told the ExCom that he felt we should pursue the use of credit cards for ticket purchases. There are devices available that could connect to the scanning devices that will process credit cards. Wayne will look into these devices also.
EMS Coverage	Wayne/Chief Persson/Chief Beaulieu
08/15/2012	Wayne has met with Chief Persson and Chief Beaulieu to discuss coverage and will review options with the ExCom. Chief Persson felt that if we hired a firefighter / EMT that person(S) would spend 95% of his/her time doing nothing. It was felt that a police officer that could be a first responder would at least provide police coverage when not required to respond to a medical / fire event. Wayne was asked to meet with rod to develop a budget cost for coverage during the high season and an additional cost if we provided that coverage all season. This could be presented to the Town at the October meeting.
Barbecue Grills on beach 5	ExCom
08/18/2012	We have received a complaint that the barbecue grills on beach 5 are creating a fire hazard. The ExCom discussed the fact that cooking grills were originally placed on many of the

beaches years ago when the Island was being developed. Some of the beaches still have the mounting posts but the actual grills deteriorated due to usage and weather and were never replaced. Many of the older Island residents recall these grills being available. Both the fire chief and the police chief have been at beach 5 when the grills have been in use and a number of the Executive Committee visited the beach in order to check on the grills. No one felt there was a serious hazard associated with the use of these grills on the beach. The Town has no ordinance addressing contained fires for cooking purposes and the State actually allows contained fires for cooking purposes at most of their rest areas. It was mentioned that some irresponsible person(s) might have disposed of some coals from the grills inappropriately but the Executive Committee didn't feel the grills should be banned for everyone because of the irresponsible actions of this one event.

**Community Center Kitchen**

ExCom / Wayne / John

08/18/2012

Wayne reported that a public hearing had been held to get input for the kitchen. The people in attendance felt it should be "caterer friendly" and that it should be done right. Nancy Fournier agreed to head a committee to develop plans for the kitchen based on the guidelines from the public session. She has met with a commercial kitchen designer and has a preliminary plan that was distributed to the ExCom. She will be meeting with the designer again to develop the design for an exhaust hood. It was suggested that she get 3 quotes for the appliances.

**OTHER NEW BUSINESS**

**Meeting Minutes:** Mr. Nun made a motion to approve the minutes of the July 14<sup>th</sup> meeting. Mr. Walker seconded the motion which passed with 6 votes in favor and 0 opposed.

**Treasurers Report:** Mr. Potts suggested that an additional meeting be scheduled for the ExCom review the budget before the Town meeting. It was agreed to hold a meeting on Saturday September 22<sup>nd</sup>, 9AM in the Community Center.

**Golf Report:** None

**Marina Report:** None

**EXECUTIVE SESSION**

Mr. McCarthy made a motion to adjourn to executive session. Mr. Nun seconded the motion and the ExCom adjourned to executive session to discuss personnel issues at 1246. Returned from executive session at 1333

**ADJOURN**

Mr. Walker made a motion to adjourn the meeting at 1334. Mr. Bond seconded the motion which passed with 6 votes in favor and 0 opposed.