



# MEETING MINUTES FOR THE SELECTMEN /EXECUTIVE COMMITTEE MEETING 01/26/2013 TOWN OF FRYE ISLAND

<b>START</b>	<b>END</b>	<b>NEXT MEETING</b>	<b>NEXT TIME</b>	<b>NEXT MEETING LOCATION</b>
0905	1245	March 23	9:00 AM	Teleconference

### ATTENDANCE

#### EXECUTIVE COMMITTEE: (Roll call)

<b>The following members were present:</b>	<b>Town Manager:</b> Wayne Fournier
Mark Thomas – Selectman	<b>Treasurer:</b> Joe Potts
Brian Walker – Selectman	
John Nun – Selectman (Absent)	<b>Also Present:</b>
Dave Bond	Police Chief Beaulieu
Bob Sutherland	Fire Chief Persson
Gary Donohue	
Tim McCarthy	

The meeting was conducted by tele-conference

### PETITIONS FROM THE PUBLIC

none

### OLD BUSINESS

	<b>Business Item</b>	<b>Responsibility</b>
	<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	
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//012 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. We had a meeting with the design engineers was held on 09/14/2012. Pat Cayer, Project Engineer, Mark Gray, Civil Engineer, and Bill Eaton, Traffic Engineer, were present. In addition, John Crosby, John Nun and John Schutz were there. There is still some work left to do on the traffic study report. The 2 biggest complaints to the park & Ride proposal, as presented to the Raymond Planning Board and the local residents, were the additional traffic on the Quarry Cove Road which would require additional maintenance, and the potential safety issue created by the need to cross the Cape Road to get from the P&R and the access road. I have also heard concerns from some residents about the need for Islanders to drive past the access road to the Quarry Cove Road to get to the P&R and then to the ferry. Pat presented an option to re-route the Cape Road to the Ring Road which eliminates all of these concerns. All of the engineers present felt this was a better long term solution. The traffic engineer is going to finalize his report and Pat is going to develop a cost estimate to engineer the additional option and what a ball park cost would be to construct the 2 options. The members of the ExCom indicated that they didn't want to consider the 2<sup>nd</sup> option and they didn't want the engineers to spend any time on it. Wayne will inform the engineers.

10/20/2012 Wayne reported that we are still waiting for the traffic study from the engineer. At this time we are not sure if we will make the November Planning Board meeting. .

12/01/2012 Wayne reported that the engineer wasn't ready for the December meeting so the plan is to be on the January agenda. Mr. Bond has agreed to represent the Town at the meeting.

The meeting with t he Raymond planning Board has been rescheduled for February 13<sup>th</sup>. We are accruing additional expenses for this project. They include the escrow account required by the Raymond Planning Board (\$3629), Traffic Study (\$990) and additional engineering costs. A motion was made by Mr. Bond to appropriate \$10,000 from the Long Term Transportation Reserve. Mr. Walker seconded the motion. Mr. Potts told the ExCom that there were 2 projects concerning the park & ride facility that were open. The one containing \$1528.16 would be closed and the remaining funds returned to the LTTR. The other (Park \$Ride Engineering) would remain active and the additional funds, if appropriated, would be applied to that account. There was no further discussion and the motion 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.
- 09/22/2012 The installation crew has finished the installation of the new pipe to the intersection of Highpoint and Birch and is now working on the installation down Birch Road.
- 10/20/2012 The installation has been completed for this year. We still have to finalize the repairs to the road and make all of the connections after we shut down the water system.
- 12/01/2012 The work on the water line is finished for the year. All of the connections are complete.
- 01/26/2013 No Change

#### **E-911 Addresses**

#### **ExCom**

- 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.
- 09/17/2011 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:
- 08/18/2012
1. Leisure Lane (south of Sunset) change to Lake Shore Drive
  2. Paddock Circle
  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.

09/22/2012 No Change. Mr. Bond asked if the new street names had been finalized, he apparently is getting some disagreement on the names that were presented. Wayne stated that they were not and if there were other suggestions he would like to hear them.

10/20/2012 Wayne reported that he will assign new E-911 addresses to a map during the winter so that a public hearing can be held in the spring to discuss the numbering system and potential changes in street names.

12/01/2012 No Change

01/26/2013 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.

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.

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.

02/04/2012 No Change

04/28/2012 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. 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

- 07/14/2012 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.
- 08/18/2012 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.
- 09/22/2012 No Change
- 10/20/2012 Wayne reported that the work on Beach 3 had been finished and some work around the ferry haul-out had been done. The invoice for the completed work has been sent to the Project Manager for Cumberland County.
- 12/01/2012 We have also completed the planned work around the ferry haul-out facility and the documents are being prepared to send to the CC Project Manager.
- 01/26/2013 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.
- 09/22/2012 We have received the report from the inspector. Very basically it points the blame on the installer. All of the information has been sent to our attorney so he can prepare a letter to the installer. Wayne has received the name of a reputable siding company in Portland. The Town attorney has recommended we get another opinion of the installation in case we wind up going to court on the issue.
- 10/20/2012 Wayne reported that Steve Shugars from Steven Shugars & Co. has inspected the building and provided a proposal to re-install the siding. He is recommending that we purchase new siding for the front of the building and reuse as much of the removed material as possible to repair the rest of the building. He has recommended that the old clapboards be removed also. It is not mandatory but to get the best job, it is preferred. Wayne is waiting for his report to forward to the Town attorney. The Town attorney has already had a discussion with Lake Region's insurance co.
- 12/01/2012 We have received notification from the Town attorney that Lake Region's insurance company has denied the claim. The ExCom has asked Wayne to check on the limits for small claims court to see if this might be an approach. Wayne was also asked to see how we would proceed if we decided to sue the contractor through the regular court system, and to contact Mr. Clark to inform him of the Town's position to see if an acceptable resolution can be reached short of through the court system. It was also suggested that a notice be placed in the FINS informing the Town's people about the unacceptable project. Wayne said that he would check with the Town attorney to protect the Town from any possible law suit.

01/26/2013 The upper monetary limits for small claims court is \$6000. Recent information indicates that Mr. Clark has taken a job with the city of Portland and the status of Lakes Region Property Management Co. is in question. Wayne sent a letter to Mr. Clark in hopes of reaching a settlement short of litigation. Mr. McCarthy asked if there was a possibility of recouping any of the legal costs but Wayne said that he doubted it but would confirm with the Town Attorney. Wayne will also check to see the likelihood of winning a court case to insure the legal fees don't exceed the worth of the case.

**Record Retention / Town Office**

**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.

09/22/2012 Wayne has received an estimate to construct a new office building for approximately \$125,000. Wayne also mentioned that a recent inspection of the administration building determined that the foundation / supports for the rear of the building were failing and in need of repair. It was determined that an engineer should be hired to analyze the situation and design a repair so we can solicit proposals. Wayne was asked if he had checked on the cost of a bond to fund these projects if they were bundled together. Wayne checked with the Maine Municipal Bond Bank (MMBB) and interest rates were between 3% - 4%. They only issue bonds twice a year. The deadline for the fall issue was already past. The spring issue required applications to be submitted by February. We will plan to get all of the project costs together so we can apply in February if the ExCom decides to apply.

10/20/2012 No Change

12/01/2012 No Change

01/26/2013 No Change

**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.

09/22/2012 No change. This project will be bundled with the repair of the failing foundation. We have had an engineer inspect the support system for the rear wall and the addition. There is no footing, just concrete piers approximately 2-3 feet long in the ground. Studs are 24" on center with a space between the header and the second floor. It was also noted that the cooler in the rear wall appeared to be sagging. When trying to jack the supports for the cooler the support crumbled. Verbal opinion from the engineer indicated that the rear wall should be removed and footings installed for support. It was also discussed that it might make sense to move the rear wall out a little to provide more space within. We will have the engineer's report for the Dec. Meeting. We will try to have an estimate of the repair costs for that meeting.

10/20/2012 Gagnon Engineering has provided the engineering drawings to repair the failing structure. The repairs include three options:

12/01/2012

1. Renovate the structure as is. (Estimated cost \$45,000)
2. Renovate the structure and add approximately 3 feet to the first floor. (Estimated cost \$62,000)
3. Renovate the structure and add approximately 3 feet to the first and second floors. (Estimated cost \$85,000)

Wayne reported that he had forwarded the plans to a contractor that has worked on the Island but has not received his proposal yet. However, it was his opinion that the cost of option 1 would probably approach the cost of option 3 because of the added difficulty of the excavation and the concrete work under the structure. Before the next meeting Wayne will get formal proposals from at least 2 contractors. He will also speak with the Wagners to solicit their thoughts on the expansion of the space they lease to see if they would accept some of the costs.

01/26/2013 Wayne has requested quotes from 2 contractors but has not received them yet. He did talk to Mr. Wagner and he was acceptable to discussing some financial help with the possible expansion. He did voice a concern about the timing as he needs to get everything operational for the opening. There was quite a difference in the cost of the 2 proposals received so Wayne will seek a third proposal prior to the March meeting. Wayne stated that Zachau Construction had done the repairs to the front of the building and were familiar with the Island. Wayne will request a proposal from them. Wayne will also have the Town Attorney prepare a contract for the project with late penalties if the work is not completed by a prescribed date.

**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.

09/22/2012 Wayne has prepared a specification to paint the ferries and has forwarded it to the contractors for updated proposals.

10/20/2012 We have received proposals to paint the ferries based on the specification we distributed. The proposals we received are Limerick Steeplejacks - \$45,000; Marston Industrial Services - \$55,800. Limerick has stated, if approved, they would like to do one ferry this fall and the other in the spring. Mr. Thomas made a motion to appropriate up to \$50,000 from the Ferry Capital Reserve to sand blast and paint one of the ferries this fall. Mr. McCarthy seconded the motion which passed with 6 votes in favor and 0 votes opposed.

12/01/2012 The ferry has been sandblasted and the primer coats applied. It is doubtful the finish coats will be applied this fall. When the ferry was put on the haul-out it was noticed that both propellers required maintenance so they were removed and sent out for repairs. We have no spare propellers for this ferry so we got a proposal of \$1577.33 each for new ones plus freight. It was also noticed that the lower support for the rudder was missing so a new one was fabricated and installed. With the paint removed it was noticed that there were a number of areas on the hull and on the deck that had suffered substantial pitting so we had the boat ultrasonically surveyed. The surveyor's report is attached. Based on the report, the ferry will probably need more work next fall. We plan to leave the ferry on the haul-out for the winter and put it back in the lake in the spring.

01/26/2013 No change

**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.

09/22/2012 The diver has continued to work on the milfoil in the marina. He has suggested that we consider constructing a boat to be used as a milfoil harvester. Wayne still hasn't heard from the RWPA about hiring the DASH boat for milfoil removal in the Marina.

10/20/2012 Wayne reported that the diver has continued to work to manually remove milfoil from the marina but there is so much this year that he is making little head way. The attempts to get the Dash boat have proven unsuccessful this year but Wayne will try to get on the schedule next spring.

12/01/2012 No Change

01/26/2013 No Change

### **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.

09/22/2012 No Change

10/20/2012 No Change. However, Wayne has received inquiries from other ferry operators about the e-ticket system. The Chebeague Transportation Company has visited us twice and is very interested in a system similar to ours.

12/01/2012 The Town owns the software system that has been developed. Wayne will talk to the developers to identify compensation if others are interested in versions of our system. Wayne presented the draft proposal from the system developers. The ExCom felt that the agreement as proposed by the developers was not sufficient for the Town in light of the marketing possibilities by Starlit. Mr. Donohue and Mr. McCarthy agreed to work on a counter proposal to be presented to the developers

01/26/2013 We have reached a verbal agreement with Starlit. Wayne is waiting for the written agreement from Starlit.

### **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.

09/22/2012 Wayne met with Chief Beaulieu to develop the cost to have additional police / EMS coverage. The cost for the additional coverage for the high season is estimated to be \$28,606. The estimate for additional 24/7 coverage for the entire season is \$81,212. A motion was made by Mr. McCarthy to place the full 24/7 coverage at \$81,212 on the Town Meeting Warrant. The motion was seconded by Mr. Donohue and approved with 6 votes in favor and 0 opposed.

10/20/2012 This item was defeated at the Town Meeting. However, there was a considerable amount of discussion about the available coverage during periods of the open season when there is no one from the Frye Island Volunteer Fire Dept. on the Island. In response to Chief Persson's comments at the Town meeting about coverage being available, Wayne was asked to have the Chief identify the members of the FIFD, their EMS qualifications and if licensed outside of Maine if they had reciprocal agreements for Maine.

The original questions asked by the ExCom were forwarded to Chief Persson and he responded. That information was forwarded to the Committee. In addition, Mr. Bond reviewed the EMS license the Town currently with the ExCom and Wayne was asked to forward the following questions to Chief Persson:

1. The license issued to the Fire Department requires electronic reporting of all EMS calls. Frye Island is delinquent in completing these reports. Why have they not been completed and when will the reports be made current?
2. It appears that the license requires a minimum of at least one first responder on duty at all time when the Island is open. Is this not true and if true, how will we comply with this requirement in 2013.
- 12/01/2012 3. The first responder course appears to be very involved (approximately 10-12 weeks, 2-3 evenings per week). Do the volunteers that have indicated a desire to become first responders realize the time and effort required to become a first responder?
4. The first responder certification is a national program; therefore is there any reason why the folks who have volunteered to become first responders can't take the required course this winter in their hometown so they will be ready when the Island opens in the spring of 2013? The Town will pay for the course.

The ExCom would like both Chief Persson and Chief Beaulieu to attend the next ExCom meeting to discuss the EMS issue.

01/26/2013 Chief Persson responded to the questions and that has been forwarded to the ExCom. Both Chief Persson and Chief Beaulieu attended the meeting to respond to the Executive Committees concern with the Towns ability to respond to EMS calls in light of the retirement of Paul and Ruth Ann Bourque. In addition, the ExCom was very concerned that the required electronic reports documenting the Fire Departments response to EMS calls were not being done. In response to the coverage for the 2013 season Chief Persson stated that there were 4 volunteer members of the FIFD that were certified EMT's with reciprocity in Maine that could respond when they were on the Island and that he had 10 - 12 Islanders that were willing to take the "First Responder" course. Chief Persson stated that he was working with Southern Maine EMS (SMEMS) to set up a class in the spring for these Islanders. The ExCom was concerned that waiting until spring would be too late and therefore wanted to get these people to take the course, if available, in there winter home and Frye Island would pay the expenses involved with the course. Chief Persson will get the names of the Islanders to Wayne so they can be contacted. Chief Persson also suggested that the letter he wrote for the 2012 FINS seeking volunteers be circulated to the Island E-Mail list and be re-issued in the Winter News Letter / Annual Report. Wayne agreed to do this. Chief Persson also came under fire because the reports that are required by the State were not being done and had not been done for a number of years. Chief Persson explained that the FIFD didn't have a "Tough Book" and

therefore were unable to complete the reports electronically but were still completing the reports using the old paper forms. These were then given to the Raymond EMS personnel that responded and were included in there reports. The ExCom was not satisfied with this response stating that the reports could be completed using any computer and there was no excuse for not having them done. The ExCom also questioned the need to have at least First Responders on the Island in order to fulfill the requirements of the license. Chief Persson indicated that this wasn't the case and he would get clarification from SMEMS. The ExCom also discussed the role the police officers could have in providing Emergency Medical Services. Most of the police officers have EMT certification and one is a paramedic. In addition Chief Beaulieu is in the final stages of First Responder certification training. Chief Beaulieu stated that the required course was not just show up for the lessons and get your certification. There were 60 – 70 hours of classroom training that required an additional 2-3 hours of home study for every hour of classroom training plus written exams, practical exams and a final certification exam. The ExCom questioned the number of people that would be willing to dedicate that much effort once they realized the commitment required. Because Chief Beaulieu had EMS certified police officers on staff he was asked if he could work with Chief Persson to provide the necessary early response until Raymond Rescue was able to respond. Chief Beaulieu explained that he and many of his officers felt that the EMS provided on the Island was not done properly and they didn't want to get involved. A considerable discussion followed about how to provide emergency medical service to the Islanders and provide it in such a manner that the Town would be protected legally. Both Chief Persson and Chief Beaulieu indicated that it would be difficult for them to work together and Chief Persson tendered his verbal resignation as chief of the volunteer fire department. In light of this situation, Mr. Bond made a motion that Chief Beaulieu and the police department take the lead role in providing first response coverage for the 2013 season. The motion was seconded by Mr. Sutherland and passed with 6 votes in favor and 0 opposed.

**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.
- 09/22/2012 Nancy Fournier has received additional quotes for the appliances, and the hood and has a proposal from Sibley Construction for the additional structural work required. She estimates the total cost to be \$45,000 or less. A motion was made by Mr. Nun to appropriate up to \$50,000 from the Island Improvement Reserve for the kitchen renovations and the appliances. Mr. Walker seconded the motion which passed with 6 votes in favor and 0 opposed.
- 10/20/2012 The permits for the project have been pulled and reconstruction work is scheduled to begin next week.
- 12/01/2012 The exhaust hood has been ordered and delivered; it will be installed in the spring. In addition, the appliances have been ordered and are being stored at the distributors until spring. These appliances were ordered to lock in the price because at least one, possibly two price increases are anticipated this winter.
- 01/26/2013 No Change

**NEW BUSINESS**

**Paint the Exterior of the water Tank**

Wayne / John / ExCom

- 01/26/2013 Limerick Steeplejacks is going to provide a quote to paint the exterior of the Tank in the Spring.

**New Props for the Leisure Lady**

ExCom

- 01/26/2013 The propellers for the Leisure Lady were damaged this season. When the ferry was pulled for

painting the props were sent out for repair. We should have spares in case we have problems during the season. We received 7 quotes for these props; the cheapest being 1577.33 each plus freight from Florida. Total estimate - \$3254.66. A motion was made by Mr. McCarthy to appropriate up to \$3500 from the Ferry Capital Reserve to purchase 2 new propellers. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.

**Review and approve change in banking structure at GSB**

**Treasurer / ExCom**

01/26/2013

Changes in FDIC protection of specific accounts suggests the Town review our accounts with Gorham Savings Bank. Mr. Potts has forwarded the information from Gorham Savings Bank to the ExCom. A motion was made by Mr. Thomas to proceed with the necessary changes to the banking process with Gorham Savings Bank. The motion was seconded by Mr. Sutherland and approved with 6 votes in favor and 0 opposed.

**Year End Project Status**

**ExCom**

01/26/2013

Mr Potts has distributed the Year End Project status report. Some of the uncompleted projects will require ExCom approval to carry forward unexpended funds into 2013. A motion was made by Mr. Thomas to accept the report as submitted and carry forward the funds for the projects as identified on the report. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.

**2013 Ferry Schedule**

**ExCom**

01/26/2013

A draft copy of the 2013 ferry schedule was distributed for comment. Mr. Sutherland identified a number of issues which were corrected. The ExCom agreed the schedule, as corrected, could be published.

**Governors proposal to reduce revenue sharing**

**Information**

01/26/2013

The Governor has proposed to reduce revenue sharing with the municipalities. This includes a reduction in excise tax revenue also. This will not result in a huge impact on Frye Island's revenue stream because we only just started getting revenue sharing and it is only a bout \$300. Our excise tax revenue is about \$13,000 total but that will only be reduced partially. I don't know yet what the impact might be on the school going forward. Many communities are looking at hundreds of thousand of dollars of revenue loss and are mounting a campaign to oppose the Governors proposal.

**Save Our Sebago**

**Information / Wayne**

1/26/2013

Wayne distributed a letter to the ExCom from Larry Plotkin updating the status of the efforts of Save Our Sebago to intervene in the re-licensing process of SD Warren to modify the Lake Level Management Plan. Wayne said that the Town joined with SOS last year and would continue to support SOS again this year.

**OTHER NEW BUSINESS**

**Town Investments**

**ExCom**

Mr. Potts reported that David Ringler, our financial representative at UBS had moved to Morgan Stanley. David came recommended and Mr. Potts would prefer to move our investments to Morgan Stanley in order to remain with Mr. Ringler. Mr. Thomas made a motion to transfer our investments from UBS to Morgan Stanley. Mr. Sutherland seconded the motion which passed with 6 votes in favor and 0 opposed. Mr. Potts stated that he had the transfer forms and he would begin the process.

**Meeting Minutes:** Mr. Sutherland made a motion to approve the meeting minutes of 12/01/2012. Mr. Bond seconded the motion which passed with 6 votes in favor and 0 opposed.

**Treasurers Report:** Mr. Potts reported that it appeared that the Municipal finances for 2012 finished approximately \$28,000 to the good. In addition, golf was \$16,000 ahead and the Marina Rental \$34,000 ahead. It also appears that the ferry service finished about \$20,000 in the red. However, the Ferry Operating Reserve was established to cover these shortfalls. All of these estimates are preliminary and will be finalized once the annual audit is complete. Mr. Potts also reported that we are still waiting for the cash reconciliations for the last quarter of 2012 (Oct. Nov. & Dec.). Wayne will check with the Book Keeper to see where these are. In addition we have not yet received the invoice from the Town of Raymond for the 2012 EMS calls. Wayne is aware of this and has requested the invoice. In the meantime, the budget amount for 2012 will be accrued as a liability until

the invoice is received.

**Golf Report:** No report

**Marina Report:** No report

**EXECUTIVE SESSION**

**None**

**ADJOURN**

## 2012 Project Summary and Actions Proposed

Project Number & Name	Approved Budget	Total Expenses	Remaining Balance	Proposed Action
<b>60 - Capital-Administration</b>				
1 - Rescue Boat Support	2,000.00	0.00	2,000.00	Close
5 - Storm Water Runoff	19,525.00	4,658.02	14,866.98	Carry-Over
6 - Comm Center Kitchen+	50,000.00	12,282.10	37,717.90	Carry-Over
<b>61 - Capital-Public Works</b>				
6 - Concrete Pad Transfer Station	3,400.00	0.00	3,400.00	Close
7 - Trash Compactor Installation	55,000.00	51,397.22	3,602.78	Close
8 - Work Boat / Engine	15,000.00	14,666.00	334.00	Close
9 - New Pickup Truck	22,475.00	22,475.00	0.00	Close
<b>62 - Capital-Public Safety</b>				
4 - Late 2011 Expenses	3,112.00	3,112.00	0.00	Close
5 - AED for Police Dept	1,500.00	1,341.50	158.50	Close
<b>63 - Capital-Recreation</b>				
3 - Pool Sand Blast Paint	3,900.00	3,900.00	0.00	Close
5 - Pool & Air Hockey Tables	743.80	686.84	56.96	Close
6 - Comm Ctr Tennis Courts	70,713.33	62,666.51	8,046.82	Close
7 - CC Tennis Loam & Seed	2,500.00	0.00	2,500.00	Close
<b>65 - Capital-Water System</b>				
1 - Water Tank 2 Rings & Paint	85,000.00	84,859.36	140.64	Close
5 - Watertank Sandblast/Paint	24,000.00	0.00	0.00	Close
6 - Water Line Ext Phase 5	58,200.00	58,632.59	(432.59)	Approve & Close
<b>66 - Capital-Ferry System</b>				
2 - Cape Parking Lot	3,017.00	1,488.84	1,528.16	Close
3 - Ferry Sandblast & Paint	50,000.00	22,500.00	27,500.00	Carry-Over
6 - eTicket System Phase 2	13,287.91	6,296.28	6,991.63	Close
7 - Mainland Landing Deck	37,800.00	862.68	36,937.32	Carry-Over
8 - Ferry Interior Sandblast/Paint	52,223.80	52,000.00	223.80	Close
9 - Park & Ride Engineering	30,000.00	26,963.00	3,037.00	Carry-Over
<b>67 - Capital-Golf Club</b>				
1 - Buy GC Fairway Mower	17,000.00	17,000.00	0.00	Close
7 - Buy New Golf Cart	4,000.00	3,400.00	600.00	Close
9 - Golf Pickup Truck	3,000.00	3,000.00	0.00	Close
<b>69 - Capital-Ferry System 2</b>				
1 - Emergency Generators	8,000.00	7,195.82	804.18	Close
2 - Ferry GPS Replacement	1,200.00	1,039.98	160.02	Close