



# MEETING AGENDA FOR THE SELECTMEN /EXECUTIVE COMMITTEE MEETING 06/01/2013 TOWN OF FRYE ISLAND

<b>START</b>	<b>END</b>	<b>NEXT MEETING</b> TBD	<b>NEXT TIME</b> 8:00 AM	<b>NEXT MEETING LOCATION</b> Frye Island Community Center
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### 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	<b>Others in attendance:</b>
John Nun – Selectman	
Dave Bond	
Bob Sutherland	
Gary Donohue	
Tim McCarthy	

### PETITIONS FROM THE PUBLIC

### 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.

03/23/2013 The last meeting of the Raymond Planning Board was scheduled for March 13<sup>th</sup> however; we received a notice from the Town of Raymond that we had to add an additional \$10,000 to the escrow account to cover the costs of their contracted planner and their attorney. Their Site Plan Review ordinance specifically says that the property owner would be responsible for all

expenses arising from an engineering peer review but says nothing about legal fees which in this case total approximately \$5,200.00. Wayne spoke to Raymond officials about this charge but they insisted that we have to pay it before we can continue the site plan review. The Executive Committee decided to forego the March meeting of the planning board and review the process at this meeting. Wayne provided a breakdown of the costs to date. The executive Committee requested more detail of these costs which Wayne will provide. It was decided that the project to build the "Ring Road" should be placed on hold until a public information hearing could be held on the Island to explain the process, answer questions, and to correct some of the misconceptions. However, Wayne is to explain to Raymond officials that we are not abandoning the project but need some time to meet with Frye Island residents as long as the delays do not adversely jeopardize the process.

05/11/2013

It was determined that a postponement would not adversely affect the process. Wayne has distributed a breakdown of the current project costs to the ExCom. Wayne was asked to get as much of the information as he could on the website. It was decided to hold the public hearing on Saturday May 25<sup>th</sup> at 9:00AM in the Community Center. Dave Bond and Wayne will moderate the meeting.

The Public Hearing was held on Saturday May 25<sup>th</sup>. 84 people signed the attendance sheet. Wayne opened the hearing and gave a little history of the purchase of the property on the mainland and the establishment of the Transportation Committee (TC). Wayne mentioned that the TC determined very early that there were 2 issues that needed to be addressed concerning the traffic on the mainland. The first was the parking and the second being the safety hazard created when the queue waiting for the ferry extends onto the Cape Road. Wayne also described a number of options the TC addressed in order to determine a way to increase the number of vehicles that could be transported to the Island in order to keep them off the Cape Road. The TC ultimately determined that the best option available was to develop the "Ring Road" to eliminate the parking issue on the access road and the Cape Road and to provide an area for queuing when necessary. Dave Bond then presented the all inclusive conceptual plan and then the Ring Road concept that was being considered by the Raymond Planning Board. The project is still on hold so the ExCom will have to determine whether to continue with the approval process.

06/01/2013

**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

03/23/2013 No Change

05/11/2012 No Change

06/01/2013 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:

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.

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

03/23/2013 Wayne will hold a public information hearing when the Island opens to determine new street names for the ones that have been identified as needing changing to avoid confusion.

05/11/2013 We will combine the public hearing for this with the public hearing for the Ring Road presentation.

06/01/2013 Wayne opened the hearing by describing the need to develop a more conventional E-911 street numbering system. The first step in the process is to review all of the street / road names and change the ones that are so similar they could cause confusion. This has been done and we are accepting suggested name changes.

### 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 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.

09/22/2012 No Change  
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.

10/20/2012 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.

12/01/2012

01/26/2013 No Change

03/23/2013 No Change

05/11/2013 No Change

06/01/2013 Representatives from both Cumberland County and the DEP visited the Island to review the progress made on the sites we have addressed. They were pleased with the results of the Beach 3 and the ferry haul-out projects. Wayne has forwarded all of the information, including invoices, to the Cumberland County representative.

**Community Center Siding**

**ExCom / John Crosby / Wayne**

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.

05/19/2012

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 limit 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.

03/23/2013 Wayne talked to the Town Attorney regarding the chance of recouping any legal fees and was told that there was very little chance. In addition, Larry Clough spoke with the attorneys in his firm that would actually litigate the case if we pursued it and they concluded that the legal fees would probably be more than we could get from a court decision. The Executive Committee was adamant in the need to inform all Islanders that the poor quality of the work performed by Lake Region Management Co. when siding the building would result in the need to spend more taxpayer money to correct the deficiencies.

05/11/2013 No Change

06/01/2013 Wayne has asked the two contractors to review their proposals and include pricing if the Community Center, the Administration Building, and the Club House at the Golf Course are all done at the same time. He is waiting for those proposals.

#### **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

03/23/2013 No Change

05/11/2013 No Change

06/01/2013 No Change

#### **Repairs to the rear wall and re-siding the Admin. 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. Gagnon Engineering has provided the engineering drawings to repair the failing structure. The repairs include three options:

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)

12/01/2012 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. Wayne has received an additional proposal from Zachau Construction. The three proposals to repair the rear wall are as follows:

	Option A (as exists)	Option B ( 4ft Bump Out)
1. Sibley Construction	\$36,000	\$52,000
2. Village Builders	\$58,461	\$65,261
3. Zachau Construction	\$61,800	\$76,500

03/23/2013 The Executive Committee agreed that Sibley Construction should be awarded the contract to repair the rear wall of the building. It was also agreed that a formal contract be executed and a performance bond be required to cover the full amount of the repair. The cost of the performance bond, estimated to be 2% (+/-) could be added to the cost of the project. The ExCom agreed that the Town would pay for the repairs as the building presently exists for a cost up to \$38,000 (repairs + bond). However, if the operators of the store / café were willing to pay for the addition, ( ½ of the difference for the additional 4 feet up front (\$8000) and the remaining ½ over 10 years (\$800 per year), the ExCom would agree to adding the additional 4 feet. Mr. Thomas made a motion to appropriate up to \$54,000 from the Island Improvement Reserve to repair the rear wall of the Administration building and add the additional 4 feet if the operators of the store / café agreed to the terms for the addition or up to \$38,000 to repair the rear wall as it exists if they did not agree to the terms. The motion was seconded by Mr. McCarthy and approved with 7 voted in favor and 0 opposed. It was agreed that the building

still needed to be sided and could be discussed at the next meeting after the repairs are made to the rear wall.

Wayne has received updated proposals to side the building. Both contractors, Steve Shugars and Tom Sibley agreed to hold their price. Wayne was asked to see if we did the Admin Bldg, made the corrections to the Community Center, and added the Golf Course Club House as an option, all at the same time if we could get a better price. In addition, it has been determined that the exhaust hood that was being used in the kitchen area of the café did not meet existing codes. Repairing the rear wall required replacement of the hood to meet current codes. The new hood cost \$8000. According to the hood manufacturer, the building owner is typically responsible for providing this type of equipment. Wayne was asked to see if the lessee would pay for at least ½ of this.

05/13/2013

Wayne has discussed this Mr Wagner. Mr Wagner has stated that he has put a considerable amount of money into the permanent cooler and freezer which are now part of the building structure. In addition, he has had to put flooring in the new section which normally would be an expense for the building owner. Therefore he doesn't feel he should have to absorb the cost of the hood also. However, he did offer to pay an additional \$250.00 on the lease payment.

06/01/2013

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

**John/ Wayne/ ExCom**

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.

07/14/2012

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.

08/18/2012

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

03/23/2013

No Change

05/11/2013

The Leisure Lady is complete with the exception of the bottom. We will have to consider doing the bottom in the fall. The LL is back in service and the Ellie Corliss is next. We have inspected the ferry and the bottom should be done. This includes testing the thickness of the bottom plates, repairing the pitted areas, and painting the whole ferry. I request the ExCom appropriate up to \$65,000 to sandblast, test for plate thickness, puddle weld pitted areas, and paint the ferry from the Ferry Capital Reserve. This includes \$45K for the ferry, \$15K for the bottom and \$5K in the event we need to do additional welding repairs. A motion was made by

Mr. Nun to appropriate up to \$65,000 from the Ferry Capital Reserve to sandblast and repaint the Ellie Corliss. The motion was seconded by Mr. McCarthy and approved with 7 votes in favor and 0 opposed.

06/01/2013 The ferry has been painted, the bottom inspected and repaired where required and is back in service. This item will be closed.

### **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.

03/23/2013 It appears that Chebeague has postponed any decision on the electronic ticketing system at this time. However, we are still looking into enhancements to our system including more versatile scanning devices and the ability to use credit cards to purchase ferry tickets.

05/11/2013 Wayne has forwarded information and specifications on more advanced scanners to the developer to review. Assuming they are compatible with our software and can provide the additional services we want, (read a bar code from a smart phone and accommodate credit / debit card purchases) we may purchase one for a trial.

06/01/2013 No Change

### **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.

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. 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.
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.

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.

Chief Beaulieu has developed a plan to provide EMS services which was presented to the ExCom at this meeting. Wayne has solicited volunteers to be first responders in the Winter Newsletter. He has also asked for qualified firefighters that might be interested in the Chiefs position. Chief Beaulieu explained that he now had the following staff for the summer that would provide EMS coverage during their scheduled hours (primarily the high season) and he would be available to provide coverage at the first responder level most nights during the season:

- 1 at the Paramedic level
- 3 at the EMT Intermediate level
- 2 at the EMT basic level
- 1 at the First Responder Level

03/23/2013

He also stated that in order to become certified at the first responder level it would take the best part of a six month process so any island volunteers would probably not be available this season. In addition, the cost to become certified was approximately \$500 each. He also explained that he could fill in the time during the high season when he does not have police officers on duty by using per diem EMS certified responders. This would cost about \$5000 which could be paid for from the Fire Dept. Operating Reserve for the most part (\$4300). The Executive Committee felt this would be a good opportunity to test this approach to providing coverage without having to raise taxes until we find out the availability of Island volunteers. Chief Beaulieu also stated that with the purchase of a little equipment and applying for the proper license, the Frye Island EMS could be licensed for Basic Life Support (BLS) and possibly transport BLS patients. A motion was made by Mr. McCarthy to appropriate \$3000 from the Public Safety Reserve – (Fire Dept. Partition) to purchase the necessary equipment to equip the rescue unit to the Basic Life Support level. The motion was seconded by Mr. Bond and approved with 7 votes in favor and 0 opposed.

05/11/2013

Chief Beaulieu is in the process of getting the EMS license upgraded to the Basic Life Support (BLS) level which would allow us to transport to the mainland if and when necessary. In

addition, Robert Boyd, an Islander and a professional fire fighter from Massachusetts has been appointed as the "Acting Chief" of the FIFD replacing Chief Persson who has resigned. We have met a couple of times to discuss the reorganization. A meeting with all involved was held before this meeting. See above for details.

06/01/2013 The Rescue Unit is being repaired and inspected and the BLS license has been applied for. Chief Beaulieu has everything set up to provide coverage for this season. This item will be closed.

### **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

03/23/2013 No Change

05/11/2013 No Change

06/01/2013 Work on the kitchen has

### **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.

03/23/2013 The state legislature is now considering legislation which would require its review and approval before the DEP can issue a Water Quality Certification. If approved it would be retroactive and the WQC approved for the Lake Level Management plan would require the legislatures approval. Wayne provided written testimony in favor of the legislation for the legislative hearing. Wayne explained that the legislative committee reviewing the legislation voted that it ought not to pass because it was too broad in scope. However, new legislation (LD931) specific to the lake level of Sebago Lake is being drafted. Public testimony will be scheduled for this legislation and Wayne has been asked By SOS to provide written testimony for this legislation.

05/11/2013 Here's the latest: Rep. Mike Shaw from Standish (the principal sponsor of LD 931) met with Donna Cassese (the mill manager) and Brad Goulet (the Eel Weir dam manager) at Sappi. They assured Mike that, notwithstanding the flexibility allowed to them in the new lake level management plan, it was their intention to manage the lake in a way whereby we would see little difference from what we have been accustomed to in summers past. The plan they described would have the lake start at about 266' in the spring and then drop at a more or less constant rate to 262' on November 1. If such a plan were adhered to, the lake would be several inches lower on the first of September than the average of the last 10 years. The Sappi people also suggested to Mike that they would be interested in meeting with Peter Dunn and Larry Plotkin from SOS. That meeting was held on April 25<sup>th</sup>. Donna Cassese repeated the same

assurances that she gave to Rep. Shaw about Sappi's intentions. Peter and I explained that we appreciated Sappi's good intentions, but were uncomfortable with the latitude the plan gave them. We explained the significant consequences of low water during the primary recreation season. We explained that we did not consider ourselves, or Save Our Sebago, as high water advocates, but rather as defenders against unreasonably low water. SOS suggested that the lake be managed in a way that would cause it to be at least 264' on the first of September. We suggested several approaches to doing this. Based on all of the above, Rep. Shaw, Peter Dunn and Larry Plotkin all believe that it would be advantageous to delay any public hearing and votes on LD 931. The bill can be carried over until the next session of the legislature, which will delay a public hearing by about a year, and Rep Shaw will endeavor to carry over the bill. By carrying over, we will have more information as to how Sappi is in fact managing the lake. There are some modifications to LD 931 that need to be made whenever it is heard, and SOS would have the luxury of more time to get it right if it is delayed.

06/01/2013 No Change

**Opening and Closing the Island.**

**Wayne & John**

05/11/2013 Mr. McCarthy stated that the process required to relocate the office in the spring and fall and the process to open and close the Island should be documented. Wayne said he would talk to John and they would work on it.

06/01/2013 Wayne has prepared a draft of the office move to the mainland. It has been distributed for comments.

**Recreation – Long Term Plan**

**ExCom**

05/11/2013 The long term plan for recreation was submitted to the ExCom last year and tabled until the ExCom members could comment. To date we have not received any comments. In addition, I have a request from the Recreation Commission chair to develop the old tennis courts at Recreation Beach for volley ball, horseshoes, bocce etc. Estimated cost is \$1800 plus cost of DPW work to remove trees and roots, level area etc. Also have a request to reduce the height of the old chimney at the rec. area and modify it so it can be used safely including picnic tables and a deck around the chimney. Wayne has received comments from Mr. Thomas. Everyone agreed that the Recreation Commission did a great job developing the plan. Wayne was asked to invite the members of the Recreation Commission to the next meeting to discuss the plan. The plan will be updated based on the projects that have been completed, and the recommendations from the ExCom then be posted. Comments from the general public will also be considered. Wayne reported that he had a proposal from Mr. Crosby to complete the work requested at the Recreation area tennis courts for \$6000.00. A public hearing will be held before any construction is commenced in this area.

06/01/2013 The ExCom will review the Long Term Plan at this meeting. Members of the Recreation Commission have been invited.

**Establish dates for future meetings**

**ExCom**

05/11/2013 The ExCom set June 1<sup>st</sup> for the next meeting and will discuss future date at that meeting. That meeting and all future meetings will start at 8:00AM instead of 9:00AM.

06/01/2013 Establish Meeting Dates for the season.

**SAD #6 Budget hearing and Referendum Vote**

**Wayne**

05/11/2013 Wayne reported that the annual SAD 6 Budget Hearing would be held on Thursday May 30<sup>th</sup> at 7:00PM at the Bonny Eagle Middle School. The referendum validation vote will be held Tuesday June 11<sup>th</sup>. The polls for the validation election will be at the Community Center

06/01/2013 Wayne attended the Budget Hearing on Thursday the 30<sup>th</sup> and will report on the hearing at this meeting.

**Voting Residence**

**Wayne / ExCom**

05/11/2013 When Frye Island became a Town it was determined by the Charter Commission with legal advice that Frye Islanders could register to vote in Local, State and Federal elections in Frye island while maintaining their actual residence wherever that might be. This has now been challenged by an Islander. Wayne has reviewed the voter registration requirements and has

determined that the procedures used comply with State requirements. However, there may be the new possibility of tax implications with the Maine revenue Service and registration issues with the Bureau of Motor vehicles. Wayne has asked the Town Attorney to review this and advise.

06/01/2013 Wayne has discussed this with the Town attorney and is waiting his response.

**Remodel The Leisure Lounge**

**Mark Thomas / ExCom**

At the 03/23/2013 the Executive Committee approved the appropriation of \$15,000 from the Island Improvement Reserve to reimburse the Golf Course for the improvements made to the Leisure Lounge in 2009-2010. In addition, the ExCom appropriated \$30,000 from the Island Improvement Reserve for capital improvements to the Leisure Lounge with the stipulation that Mr. Thomas, acting as the Liaison between the golf course and the ExCom, identify the capital expenditures before spending the money. Mr. Thomas identified a number of purchases and renovations totaling \$61,000. Following considerable discussion, the ExCom agreed that the Leisure Lounge was an asset to the entire island and the Town had some obligation to update and maintain the facility. However, the ExCom specifically believed that the proposed cooler room in the basemen on Mr. Thomas' list, if actually constructed, should not be paid for by the Town. Mr. Crosby reminded the ExCom that the club house still needed to install a sprinkler system as a result of an inspection from the State Fire Marshal's office. The ExCom agreed that the installation of a sprinkler system was required to protect the asset and the occupants and the Town should pay for that. Mr Thomas said that he would get an updated proposal for the sprinkler system and present it the ExCom for approval.

05/11/2013

06/01/2013 No Change

**NEW BUSINESS**

**Emergency medical Return Policy**

**ExCom**

06/01/2013 Discuss the policy for returns to the Island after a Medical Emergency call.

**MuniciPAY**

**Wayne / Executive Committee**

Wayne & Joe Potts attended a webinar with representatives from MuniciPAY and Gorham Savings Bank. MuniciPAY is a local company that provides a credit card / Debit Card / E-Check service to municipalities. The service is provided to municipalities at no cost to the municipality. However, if a resident elects to pay their taxes or any other fee for services with a credit or debit card, MuniciPAY charges a 2.45% convenience fee based on the total dollar amount of the transaction. If they elect to pay using an E-Check there is a flat \$1.50 convenience fee charged regardless of the amount of the transaction. There is no requirement for a minimum number of participants. There appears to be no downside for the Town so Wayne will pursue this further.

06/01/2013

**Meeting Minutes:** Approve the minutes of the 05/11/2013 meeting.

Approve the minutes of the Public Hearing 05/25/2013

**Treasurers Report:**

**Golf Report:**

**Marina Report:**

**EXECUTIVE SESSION**

**ADJOURN**