



**MEETING MINUTES FOR THE  
SELECTMEN /EXECUTIVE COMMITTEE  
MEETING 08/24/2013  
TOWN OF FRYE ISLAND**

START	END	NEXT MEETING	NEXT TIME	NEXT MEETING LOCATION
		09/13/2013	8:00 AM	Frye Island Community Center

**ATTENDANCE**

**EXECUTIVE COMMITTEE: (Roll call)**

**The following members were present:**

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

**Town Manager:** Wayne Fournier

**Others in attendance:**

94 in attendance – See attached list

**Presentation to the Executive Committee from David Ringler, Investment Advisor, from Morgan Stanley**

**PUBLIC HEARING TO DISCUSS THE FOLLOWING:**

- **Use of Tennis Courts at Recreation Area** – Tom Bishop presented a drawing of the proposed use of the old tennis courts at the Recreation Area. The drawing included a volleyball court, shuffleboard, horseshoe pits, and bocce courts. The plan also provided for a couple of picnic tables in the area. Tom went on to say that this wasn't cast in concrete and could be changed if there were other thoughts. Ted Charrette distributed a recreation survey, soliciting input on the types of recreational activities the attendees felt should be included.

**INFORMATIONAL MEETING TO DISCUSS THE FOLLOWING:**

- **Change of Town meeting Date from October to September (Labor Day Weekend)**

Wayne explained that the Town Charter identified when the meeting date to determine the budget was to be held. In order to amend the charter to change this date the State statutes require a very structured process be followed and there wasn't time left in the season to accomplish the process. In addition, the Town attorney said that it was too early to have the public hearing now; therefore, this would be considered an informational meeting. Wayne indicated that some of the hard dates in the proposal would have to be changed because there would be years when they wouldn't work. He also stated that if we started the amendment process with a public hearing on Memorial weekend 2014 we would be able to complete the process and have a special meeting to vote on the amendment during the summer. Wayne also mentioned that the Charter authorized the Board of Island Trustees to review and approve the budget and land use ordinances before the Town voters ratified them but the vote to amend the charter would be recommended by the Selectmen and voted on by the Town voters. A straw vote of the selectmen showed all three would favor presenting the proposed amendment to the voters for approval. Wayne also responded to Betsy Gleysteen's question regarding her proposed warrant articles to change the approval process for approving the budget. He said they would be discussed at the public hearing to present the proposed 2014 budget.

- **Update of Ring Road Project:** Wayne gave a brief history of the Transportation Committee, and the options that the Committee considered leading up to the "Ring Road". Wayne went on to explain the

there had been no significant change in the status of the permit application that had been submitted to the Raymond Planning Board. We still need the approval from the Department of Environmental Protection and an additional report from the traffic engineer. We did have the necessary information in time to make the September meeting but should be able to provide the information they need in time for the October meeting. A number of attendees spoke in opposition to the Ring Road project citing it was unnecessary, it would be too costly, the reserve funds should be saved for replacement of the ferries, the proposed crossing of the Cape Road didn't solve the safety issue, and there were other options that should be considered. There were also folks that spoke in favor of continuing the process citing in their opinions there were presently safety issues when traffic exceeded ferry capacity and as the Island population increased the safety issues would increase also, and the fact that we had already spent \$87,000 and if we were to stop now it would require that we start over at some time in the future which didn't make a lot of sense. Wayne was asked how much more it would cost to get the permit and while it is just a guess but he did guess in the \$13,000 to \$15,000 range. A straw poll of the attendees opposed to the project vs. those in favor of continuing was estimated at about 50/50.

- **Morgan Stanley presentation:** David Ringler, the financial advisor for the town, discussed the status of the town's investments explaining that the investments, totaling slightly more than \$2,000,000, were in safe CD's and had 3 levels of security so they were very safe. The CD's are set-up in a ladder structure so the maturity dates are spread over a 5-6 year period providing flexibility for the Town.

**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.
- 09/22/2012 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. .
- 10/20/2012 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.
- 12/01/2012 The meeting with the 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.
- 01/26/2013 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
- 03/23/2013

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.

06/01/2013 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. A motion was made by Mr. Bond to appropriate \$12,000 from the Long Term Transportation Reserve to continue the review process. The motion was seconded by Mr. Nun and approved with 7 votes in favor and 0 opposed. Wayne will notify Raymond to continue the review process.

06/22/2013 Wayne reported that the Town of Raymond has been notified to place Frye Island on the July Planning Board agenda and Wayne asked if they needed anymore information for the meeting. Wayne has also asked Calvin to prepare a check to satisfy the escrow.

07/27/2013 The Raymond Planning Board met on July 10<sup>th</sup> to discuss our application. The Storm Water permit from the DEP is still outstanding awaiting a report on the flowering begonia from the consultant. That study couldn't be finalized until the middle / end of July. There are also questions about the safety issue at the point where pedestrians and vehicles have to cross the Cape Road. We will probably not make the August meeting but should be able to make the September meeting.

08/24/2013 No Change

#### **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 Wayne reported that the Public Works crew is installing new 2" distribution in the Paddock Circle area.

06/22/2013 No Change

07/27/2013 Wayne mentioned that most of the new pipe has been installed in the Paddock Circle, Paddock Lane area and because of the frequent breaks in that area we will be placing that in service as soon as we can. The hope was to get that area finished along with the Lancaster Loop area this season but at this point we don't know how reasonable that is.

08/24/2013 The new distribution piping in the Paddock Circle area has been places in service. There is presently \$75,313 available in the water reserve. We still have most of the property connections to finish in this area and the roads to repair. In addition, the next area we will be working will be the Twin View Circle. I am requesting the Executive Committee appropriate \$40,000 from the Water Reserve to cover the costs to continue the installation of the new piping. A motion was made by Mr. Mccarthy to appropriate \$40,000 from the Water Reserve to continue the installation of the new water distribution piping. The motion was seconded by Mr. Nun and approved with 6 votes in favor and 0 opposed.

**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. Wayne is still receiving street / road names. The plan is to meet with Frye Island Fire and EMS / Police and Raymond to review the names that have been submitted and provide the ExCom with the final suggestions.
- 06/22/2013 No Change
- We met to discuss the street name changes required. It was determined that we could leave Leisure Lane as it is and accomplish the necessary identification by using numbered signs. The others are recommended as follows:
- Hilltop – leave as is
  - Hillside – Running Hill Road
  - Hillcrest – Blueberry Lane
  - Birch Road – Hemlock Road
  - Harbor Lane – Poplar Lane
- 07/27/2013 A motion was made by Mr. Nun to accept the names changes as proposed. The motion was seconded by Mr. Thomas. Betsy Gleysteen mentioned that Lower South Beach Road should be changed as well. The Board agreed and suggested she discuss this with the other property owners on Lower South Beach Road and provide the suggestion to Wayne. Mr. Nun amended his motion to include the name provided by Ms. Gleysteen Mr. Thomas seconded the amended motion which passed with 7 votes in favor and 0 opposed.
- 08/24/2013 Wayne received a suggestion from an owner on Hillcrest to change the name to Blueberry Hill instead of Blueberry Lane. And a suggestion to rename the Lower South Beach Road to Beach Cove or Beach Cove Path. The Executive Committee saw no problems with the proposed names. Wayne stated that he hoped to get the system set-up over the winter.

### Sebago Lake Projects

ExCom – Wayne – John

- 12/03/2011 Last Year Betty Williams submitted a proposal to acquire federal funding, on behalf of the Lake

Region communities, for a number of erosion control projects. The following projects were submitted for Frye Island:

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

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

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.

05/19/2012

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

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  
 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.  
 06/22/2013 We have received a check for \$2557 which covers the material costs. Wayne will check on reimbursement for labor costs.  
 07/27/2013 Wayne has discussed this with the representative from Cumberland County and was informed that they don't normally include payment for labor costs but would consider some payment of actual labor costs as opposed to the standard costs that they provided. Wayne will work on getting this information to her.  
 08/24/2013 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 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.

06/22/2013 We are still waiting for the proposals but both contractors have said it would probably have to wait until fall because of previous commitments. Wayne stated that the plan was to purchase new siding for the front of the building at a cost of about \$7300, then use the rest of the siding to re-side the sides and the rear of the building. To remove the old clapboards before re-siding would cost an additional \$4300. However, both contractors said it would provide a better surface to side but it wasn't necessary.

07/27/2013 No Change

08/24/2013 The repair of the siding was discussed. It was determined that the siding should be repaired before the winter. A motion was made by Mr. Nun to appropriate up to \$20,000 from the Island Improvement Reserve to repair the siding on the Community Center. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed. Note: the repair is to include the purchase of enough new siding to replace all of the siding on the front of the building and use the removed siding to repair the rear and both ends.

**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  
06/22/2013 No Change

07/27/2013 Wayne showed the ExCom a draft sketch of an office that could be constructed on the sight selected adjacent to the Maintenance Bldg. Mr. Donohue suggested that a new office building should be considered as a part of the changes being discussed to the downtown area and the siding of the present admin office, store & café.

08/24/2013 Wayne has received a plan from Al Cuevas for the Town Office and Estimates of \$15,000 for the foundation and floor, \$25,900 for the framing ( inside & out), \$5500 for the septic, and \$1600 for misc. issues. This totals \$48,000 but does not include the plumbing and electrical work. In addition, we have estimates to completely finish the inside including the plumbing, electrical, sheetrock , doors, flooring, heat/AC trim etc. with a 10% contingency for an additional \$60,000. Wayne will present the construction of a new Administration Building at the public hearing on Labor Day weekend.

**Apply vinyl siding to the Admin. Building**

**ExCom**

06/22/2013 The repairs to the rear wall are complete. Proposals are being collected to side the building with vinyl siding.

07/27/2013 No Change

08/24/2013 It was decided that new windows for the second level and vinyl siding should be installed on the Administration Office. Mr. McCarthy made a motion to appropriate up to \$35,000 to install approximately 12 new windows on the second level and vinyl siding on the building. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed. Note: The areas under the porch where the ice cream counter is and the dining area will not be sided.

**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 Wi-Fi 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.

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.

12/01/2012 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

06/22/2013 Wayne stated that the system appeared to be working well and he didn't want to make any changes until after the high season.

07/27/2013 The operating system for the mobile devices (MD's) is Windows Mobile which is no longer supported. So we have options. The system is working well now but the MD's are wearing out from everyday use. New ones capable of reading bar codes from smart phones etc. cost about \$2000 each and we have 5 of them. In order to use the ruggedized smart phones we need to re-write the software using the android platform. I have asked for an estimate to re-write the software to compare the cost vs. purchasing new MD's.

08/24/2013 No Change

### **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 legislature's 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

06/22/2013 No Change

07/27/2013 No Change

08/24/2013 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.

06/22/2013 No Change

07/27/2013 No Change

08/24/2013 No Change

**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 reviewed the Long Term Plan with Tom Bishop, chair of the recreation Commission. Tom was asked to update the plan as some of the recommendations have already been completed. It was determined by the ExCom that once the update of the plan is finished it will be presented at a public hearing before finalizing. The proposed development of the old tennis courts at the Recreation Area was also discussed. The ExCom felt that a public hearing should be held before this area was developed.

06/22/2013 No Change

07/27/2013 Mr. Thomas stated that Tom Bishop wanted to have a public hearing to present the proposed plan to renovate the old tennis courts for other recreational activities. This subject will be included in the public hearing scheduled for August 24<sup>th</sup>.

08/24/2013 Tom Bishop presented a proposal to renovate the old tennis courts. In addition, Ted Charrette distributed a survey to solicit suggestions for future recreational activities. The ExCom decided not to do anything at this time to see the results of the survey.

**MuniciPAY**

**Wayne / Executive Committee**

Wayne & Joe Potts attended a webinar with representatives from MuniPAY and Gorham Savings Bank. MuniPAY 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, MuniPAY 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 Wayne has spoken with the clerk for the Town of Sebago. They use the MuniPAY system and they also have TRIO. They have been using it for a while and would recommend it to other. Wayne has notified [Nationwide Payment Solutions](#) to see what we need to do to implement the system.

06/22/2013 Wayne has received the applications and will complete them and send them in.

07/27/2013 No Change

### 2014 Budget

### For information

06/22/2013 Wayne reported that he has done a very preliminary draft of the 2014 budget. Leaving everything the same as 2013 with the exception of insurances and the school and county budgets, the tax rate will increase by approximately \$1.68. This equates to \$336 on a \$200,000 property.

07/27/2013 Wayne reported that he has kept most of the budgeted operating expenses for 2014 the same as they were in 2013 except for the insurance increases as projected by the carriers. He did eliminate the fee to FII based on discussions with the FII Board. He also eliminated the contribution to the Fire Dept. Reserve considering there is approximately \$135,000 in that Reserve. With these changes, suspending any pay increases for 2014, and some other minor reductions, the General Government Operating Expenses are estimated to be \$874,032 for 2014, a reduction of \$17,047. In addition the elimination of the contribution to the Fire Dept. Reserve saves \$10,000. However, the Non-Municipal expenses are expected to increase by approximately \$198,000 primarily because of the increase in the school tax. This increases the estimated tax rate from \$20.28 /\$1000 to \$21.77/\$1000. Wayne also explained that in the 2014 budget for Golf, he had separated the Lounge Operation from the Golf Operation to give both operations more visibility. Samples of the budget summary and the golf budget were distributed to the ExCom.

08/24/2013 Wayne has provided a draft of the budget for 2014.

### Congestion in the Downtown area

### ExCom

07/27/2013 Wayne has received a number of complaints about the traffic and parking issues (lack of) in the downtown area, and a number of suggestions. After observing this last weekend it was suggested that the best solution might be the one proposed by Dick Norris to the Transportation Committee in 2009. This was discussed during petitions from the public. In addition, the lack of parking was discussed. Wayne will look into the feasibility of establishing an area for store and office employees to park in the recreation area. One of the issues to review is access to this area because it is believed Recreation Lane actually crosses private property.

08/24/2013 No Change

### Boat Storage Facility

### ExCom

07/27/2013 Wayne has been approached by Roger Stenz, acting on behalf of an Islander, about building a boat storage facility in the area adjacent to the Long Beach Marina. This would have to be in the area zoned "Water Oriented Commercial" if room permitted. Mr. Stenz also asked about the undeveloped lots along Birch Road. However, these are part of the conservation area that was deeded to the Town with restrictions in 2004. The ExCom needs much more information on the proposed project before it can be considered. Wayne will relay this information to Mr. Stenz.

08/24/2013 No Change

**AED's**

**ExCom**

07/27/2013 Mr. McCarthy mentioned that he and others had recently attended a CPR / AED class and felt that there should be more units available on the Island. Chief Beaulieu mentioned that we had one in the police cruiser and one in the Rescue Unit. Mr. McCarthy made a motion to appropriate up to \$5000 from the Capital Reserve to purchase three additional AED units. The motion was seconded by Mr. Nun. Chief Beaulieu stated that we should make sure that the new units were compatible with those being used by Raymond. The ExCom agreed. The motion passed with 7 votes in favor and 0 opposed.

08/24/2013 We will be purchasing 3 AED's that are compatible with the Town of Raymond's units. In addition we will purchase the appropriate adapters to insure the existing units we have will be compatible with Raymond. Three factory rebuilt AED's have been purchased that are compatible with those that Raymond Rescue has. One of the new ones will be in the Rescue Unit, one in the police cruiser, and one will be installed at the Recreation Center. In addition, one of the older units will be equipped with adapters to be compatible with Raymond Rescue and will be located at the golf course, the other the admin office / store area.

**NEW BUSINESS**

**Municipal Officers Disbursement Policies**

**ExCom**

Approve the following Disbursement Policies:

- Disbursement of Municipal Education Costs
- Disbursement Warrants for Employee Wages and Benefits

08/24/2013

A motion was made by Mr. Nun to approve the disbursement policies as presented. The motion was seconded by Mr. McCarthy and approved with 6 votes in favor and 0 opposed.

**Fire Department Equipment**

**ExCom**

08/24/2013 We have been doing inventories of the equipment at the Fire Station. While there is some equipment that we doubt we would ever use, there is a need for turn-out gear. A good part of the existing gear is no longer certified. We need 12 sets of turn-out gear @ \$1450 each plus other equipment. I request that the ExCom appropriate up to \$40,000 from the Fire Department Capital reserve to purchase necessary equipment. We just learned that there is more work to be done on both fire trucks. One has a broken spring support that has worn through the exhaust pipe and both had so many valves leaking that the company couldn't do the required pump tests. In addition, engine 6 has radiator leaks and needs replacement. We hope to have a quote on the necessary repairs before the Saturday meeting. There is \$137,485 available in the Fire Dept. Equip Reserve. A motion was made by Mr. Donohue to appropriate up to \$40,000 from the Fire Department Equipment Reserve to make the necessary repairs and purchase the needed equipment. The motion was seconded by Mr. Walker and approved with 6 voted in favor and 0 opposed.

**Pool Deck**

**ExCom**

08/24/2013 We had to remove a portion of the pool deck because of a leak in the return piping. We have a proposal to replace the whole deck for \$9000. We would like to remove all of the concrete deck, replace all of the piping and replace the deck. I am requesting the ExCom appropriate up to \$15,000 from the Recreation Reserve to remove the old deck, replace the piping and then replace the concrete deck. This project would be completed in the fall after the pool is closed for the season. There is \$45,666 available in the Recreation Reserve. A motion was made by Mr. Nun to appropriate up to \$15,000 from the Recreation Reserve to replace the supply and return piping for the pool and to replace the pool deck. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.

**Golf Course Beer Coolers**

**ExCom**

08/24/2013 The beer coolers were inadvertently charged to the renovation project and should have been charged to the Golf operating reserve. The Golf Committee has requested the ExCom appropriate \$4500 from the Golf operating Reserve to reimburse the renovation project. This item was tabled for the time being because of questions concerning the cost of installation

compared to the proposal.

**Sprinkler for the Leisure Lounge**

**ExCom**

08/24/2013 We have a proposal for \$9870 to install the sprinkler system on all three floors of the Lounge building. The Golf Committee requests the Executive Committee appropriate up to \$10,000 from the island Improvement reserve to install the sprinkler system. There is currently \$123,645 available in the Island Improvement reserve. Mr. Thomas stated that he understood the ExCom would appropriate the funds for the sprinkler system outside those previously approved for the lounge renovations. All other ExCom members understood the funds from the sprinkler system were to be a part of the previously appropriated funds. A motion was made by Mr. Sutherland to appropriate up to \$10,000 from the Island Improvement Reserve to install the sprinkler system for the Leisure Lounge. The motion was seconded by Mr. Nun. Following additional discussion the motion failed with 5 opposed and 1 (Mr. Thomas) in favor.

**Proposed Warrant Articles**

**ExCom**

Betsy Gleysteen has proposed the following articles be included on the October town meeting warrant.

- To see if the voters of Frye Island will approve a modification to the town budget approval process conducted at the annual town meeting as follows:
  - In a discrete vote for each town department, approve or fail to approve each town departmental budget request
  - In a discrete vote for each town reserve fund, approve or fail to approve each town reserve fund budget request
  - In a discrete vote for non-discretionary spending, approve or fail to approve all non-discretionary budget requests
- To see if the voters of Frye Island will direct the executive committee to digitally video or audio record all Executive Committee meetings (other than closed executive sessions allowed by law), all special town meetings, all public hearings, and all town meetings and post digital recordings within 7 business days to the town website.

08/24/2013

Wayne presented the proposed warrant article modifying the voting process for the operating budget suggested by Betsy Gleysteen. The ExCom members spoke in opposition to the proposed article indicating that in their opinion the change wasn't necessary and by micro-managing the budget it would make the operation more difficult. The ExCom agreed to place the proposed article on the warrant for the town meeting but would not recommend its approval.

Wayne is trying to develop the costs to video tape the meetings. This article will appear on the town meeting warrant.

**Ferry rates for Delinquent tax payers.**

**ExCom**

08/24/2013 The policy charging delinquent tax-payers the full rate to use the ferry was discussed. We had this policy in place before but it was discontinued approximately 3 years ago. The ExCom agreed that the policy should be reestablished. Wayne suggested that the policy go into effect for the next season and be triggered by the lien process. When a property is liened because on the non-payment of taxes, the property owner would also lose the right to purchase discount ferry tickets.

**Meeting Minutes:** Mr. Nun made a motion to approve the minutes of the July 27, 2013 meeting. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.

**Treasurers Report :** The July financial reports have been distributed to the ExCom and have been posted on line

**Golf Report:** No report

**Marina Report:** No report

**OTHER NEW BUSINESS**

**Increase the Credit Card limit for the DPW Director from \$2500 to \$5000**

**ExCom**

08-24-2013 The ExCom approved increasing the credit card limit to \$5000.

**Allowing the previous owner of a foreclosed property to reclaim the property by paying all of the taxes owed plus all fees.**

ExCom

08/24/2013 Wayne reported that he had been contacted late Friday afternoon by a Para-legal working on the sale of a property on the Island. During the title search process it was determined that the Town had foreclosed on the property for the non-payment of taxes. The policy that was approved by the Town in 2000 gives the Executive Committee the authority to do what it feels is best for the Town. The consensus of the members of the ExCom was that the property owner had sufficient time to make the payments and they didn't feel we should allow the property to be sold. In addition, this would go toward reducing the number of developable properties.

**EXECUTIVE SESSION**

A motion was made by Mr. Thomas to adjourn to Executive Session in accordance with 1 M.R.S.A. § 405(6) (A) – Personnel Matters at 1350 hours. The motion was seconded by Mr. Nun and approved with 6 votes in favor and 0 opposed. The executive Committee returned from Executive Session at 1405 hours. No decisions were made.

**ADJOURN**

A motion was made by Mr. McCarthy to adjourn the meeting at 1406 hours. The Motion was seconded by Mr. Donohue and approved with 6 votes in favor and 0 opposed.

DRAFT