



MEETING MINUTES FOR THE  
SELECTMEN /EXECUTIVE COMMITTEE  
MEETING 02/13/2014

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**TOWN OF FRYE ISLAND**

| START  | END | NEXT MEETING | NEXT TIME | NEXT MEETING LOCATION |
|--------|-----|--------------|-----------|-----------------------|
| 7:08PM |     | 03/13/2014   | 7:00PM    | Teleconference        |

**ATTENDANCE**

**EXECUTIVE COMMITTEE: (Roll call)**

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| <b>The following members were present:</b> | <b>Town Manager:</b> Wayne Fournier          |
| John Nun - Selectman                       |  |
| Brian Walker - Selectman                   | <b>Others in attendance:</b>                 |
| Celeste Beaulieu - Selectwoman             | Betsy Gleysteen                              |
| Dave Bond - Absent                         | Frank & Rebecca Limauro                      |
| Bob Sutherland                             | Reba Orszag                                  |
| Gary Donohue                               | Nancy Donio (Chair of Recreation Commission) |
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**PETITIONS FROM THE PUBLIC**

Nancy Donio spoke on behalf of the Recreation Commission to discuss the following :

1. Recreation Directors Search – Because of the limited number of applicants, it was decided to advertise the position on the Frye Island website, in the Annual Report / Winter Fins and on one of the Island Facebook pages.
2. The Recreation Commission was seeking a Liaison to the Executive Committee. Mr. Nun indicated that that was an agenda item and the ExCom would attempt to get a volunteer to serve in this capacity.
3. The recreation survey that was distributed last fall indicated that a number of Islanders would like a “work-out” facility, possibly at the Community Center. Before spending a lot of time on the project the Recreation Commission wanted to know if this would be a possibility. Mr. Nun stated that if it were on the Recreation long term plan the Commission should develop the details.
4. The Recreation Commission was concerned with the state of the swimming pool. Wayne informed everyone present that the water lines to and from the pool had been excavated last year and replaced and the concrete decking around the pool had also been replaced. Ms. Donio commented that the existing pool was not ADA compliant. Mr. Nun stated that a new ADA compliant pool would be a very expensive project and if the Recreation Commission felt this was needed them should prepare the project and the justification.

Betsy Gleysteen:

1. Questioned the possible amendment to the Town Charter to change the Town Meeting date. After considerable discussion it was determined that the in order to insure all of the required time frames be met the public hearing should be held on Memorial Weekend. Reba Orszag suggested that the hearing be scheduled later in the afternoon on a Saturday to allow time for Islanders that arrive on Saturday to get to the meeting.
2. Betsy also made the comment that the Ring Road application had been denied at last night’s Raymond Planning Board meeting and asked about the status going forward. Wayne stated that this item was on the agenda and had not yet been discussed.

**OLD BUSINESS**

| Business Item   | Responsibility                 |
|---|--------------------------------|
| <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>    |                                |

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| 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.  |
| 09/22/2012 | 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   |

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|            | <p>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.</p>  |
| 10/20/2012 | <p>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. .</p>   |
| 12/01/2012 | <p>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.</p>  |
| 01/26/2013 | <p>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 &amp; ride facility that were open. The one containing \$1528.16 would be closed and the remaining funds returned to the LTTR. The other (Park &amp; 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.</p>   |
| 03/23/2013 | <p>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.</p> |
| 05/11/2013 | <p>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.</p>  |
| 06/01/2013 | <p>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.</p>  |

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|  | 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 any more 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  |
| 09/13/2013   | We were not able to get the information from the DEP or the traffic engineer in time for the September meeting but we should make the October meeting. Wayne mentioned that he had met with the DEP and the consultant that did the vernal pool / Nodding Pogonia study. It appeared that the DEP now had the information needed to issue the storm water permit. In addition, the traffic engineer had completed further studies and was issuing his report that supposedly will support the Ring Road plan as providing a safer option than having vehicles on the Cape Road. Mr. McCarthy stated that he felt we should continue with the permitting process but wasn't convinced that we need to construct the Ring Road in the immediate future. He asked Wayne to find out what the time restrictions were if we got site plan approval from the Raymond Planning Board.   |
| 10-19-2013   | The Raymond Planning Board (RPB) meeting was postponed from October 9 <sup>th</sup> to the 23 <sup>rd</sup> . Mark Gray, Frye Island's engineer has submitted the documents requested by the RPB including a request for a 5 year extension after the permit is approved.  |
| 12/12/2013   | The Raymond planning Board suggested that we do a survey to help determine the potential usage of the parking area when it is approved to see if the available parking spaces are sufficient. We have received the permit from the DEP and this information plus the results of the survey will be submitted to the RPB for the January meeting.   |
| 02/13/2014   | The information that the RPB requested was not ready for the January meeting but it has been submitted for the February meeting. The meeting was held on Wednesday February 12 <sup>th</sup> . At the meeting the RPB unofficially denied the application for the Ring Road project. The PB members felt that the crossing at the Cape Road –Ferry Road intersection presented a greater hazard than having cars queued on the Cape Road when it occurred. This was in contrast to the traffic engineers report. Raymond's attorney will develop the finding of fact to officially deny the application. At which point the RPB will have an official vote. Our attorney hoped to get a copy of the finding of fact before it was presented to the RPB, which is expected to be at the March meeting, to help develop a strategy going forward. Wayne received an email from Mark Gray outlining the possible options going forward. <ol style="list-style-type: none"> <li>1. Discontinue the quest for the project</li> <li>2. Appeal the RPB decision through the appropriate legal channels</li> <li>3. Modify the project to eliminate the RPB's safety concern.</li> </ol> The ExCom has decided to wait until the finding of fact has been prepared before determining any future action. |
| <b>Installation of New Water Distribution Line</b> |  |
| <b>Executive Committee</b>                         |  |
| See previous minutes for earlier information       |  |
| 12/12/2013   | No Change – We are finished for the season. I request that the Executive Committee appropriate \$11,617.24 from the Water Reserve to cover the final expenses of the 2013 phase. There is currently \$35,500.70 in the Water Reserve. A motion was made by Mr. Sutherland to   |

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|                        | appropriate \$11,617.24 from the Water Reserve to cover the costs of the 2013 phase of the water line installation. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed. Mr. Sutherland asked if there would be \$35, 500 left after the appropriation and Wayne explained that the \$35,500 was before the appropriation leaving \$23,883.46.  |
| 02/13/2014             | There was an additional \$4,418.59 in expenses added to the Project after the 12-12-2013 meeting. I request the ExCom appropriate \$4,418.59 from the Water Reserve to cover these additional expenses. A motion was made by Mr. Donohue to appropriate \$4,418.59 from the Water Reserve to pay the outstanding invoices. The motion was seconded by Mr. Sutherland and approved with 7 votes in favor and 0 opposed.   |
| <b>E-911 Addresses</b> |  |
|                        | <b>ExCom</b>   |
| 09/17/2011             | Wayne has spoken with the State E911 coordinator. She has sent an E-911 map book which identifies all of the roads on the Island with the number ranges that they have on record. Wayne indicated the first step in the process was to review all of the roads that on the E911 map book for accuracy. This will probably extend into a winter project. For more information see the minutes of the 08-13-2011 meeting.  |
| 10/15/2011             | No Change  |
| 12/03/2011             | No Change  |
| 02/04/2012             | No Change  |
| 04/28/2012             | Wayne and John need to meet to identify the road names that are very similar and decide on new names. These, one approved by the ExCom, will be submitted to the State for inclusion on the 911 maps. Then the numbering can begin.  |
| 06/16/2012             | No Change. Wayne is setting up a meeting with John Crosby, Chief Persson and Chief Beaulieu  |
| 07/14/2012             | Wayne is trying to schedule a meeting with Chief Persson, Chief Beaulieu and John Crosby to review the information and the maps of the Island provided by the State.   |
| 08/18/2012             | 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: <ol style="list-style-type: none"> <li>1. Leisure Lane (south of Sunset) change to Lake Shore Drive</li> <li>2. Paddock Circle</li> <li>3. Birch Road change to Blueberry Lane (to differentiate from Birch Circle)</li> <li>4. Harbor Lane change to Poplar Road</li> <li>5. Hillcrest Drive change to Foothill Lane to differentiate from Hillside and Hilltop</li> <li>6. Hillside Drive to Mountain Road to differentiate from Hillcrest Drive and hilltop</li> <li>7. Leap View Circle change to Cape View Circle to differentiate from Lake View Circle.</li> </ol> |
| 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.  |

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|   | 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   |
| 07/27/2013  | <p>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:</p> <ul style="list-style-type: none"> <li>• Hilltop – leave as is</li> <li>• Hillside – Running Hill Road</li> <li>• Hillcrest – Blueberry Lane</li> <li>• Birch Road – Hemlock Road</li> <li>• Harbor Lane – Poplar Lane</li> </ul> <p>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.</p> |
| 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.  |
| 09/13/2013  | No Change   |
| 10/19/2013  | No Change   |
| 12/12/2013  | No Change   |
| 02/13/2014  | Wayne has been in contact with the State of Maine and is starting the process.  |
| <b>Sebago Lake Projects</b>   |   |
| <b>ExCom – Wayne – John</b>   |   |
| <b>See previous meeting minutes for information prior to 06/22/2013</b> |   |
| 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   |
| 09/13/2013  | No Change   |
| 10/19/2013  | We have received an additional payment of \$2535.29 for the Town labor used on the completed projects.  |
| 12/12/2013  | The Engineer from Cumberland County has reviewed the drainage project in the Recreation Beach area and we have been assured that there are still funds available so we can complete this project in the spring of 2014 with some reimbursement from Cumberland County.  |
| 02/13/2014  | No Change   |
| <b>Community Center Siding</b>  |   |
| <b>ExCom / John Crosby / Wayne</b>                                      |   |
| <b>See previous meeting minutes for information prior to 08/24/2013</b> |   |
| 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.  |
| 09/13/2013  | Tom Sibley has been informed that the project was approved and will finish the project before the Island closes for the season.   |

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| 10/19/2013         | Wayne has been told that it is doubtful that Tom Sibley will be able to repair / replace the siding this fall.  |
| 12/12/2013         | No Change   |
| 02/13/2014         | No Change   |
| <b>Town Office</b> | <b>Wayne / ExCom</b>  |
| 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% contingence for an additional \$60,000. Wayne will present the construction of a new Administration Building at the public hearing on Labor Day weekend.   |
| 09/13/2013         | The proposed office was presented at the public hearing and will be included on the warrant for the Town meeting. Wayne has investigated potential financing options for the new office and the siding projects for the Community Center and the Administration Building. It appears the best option may be a loan from the Maine Municipal Bond Bank. Over a 20 year term for \$200,000 the interest varies from 3% to a high of 4.25%. A discussion followed about the concept of paying for these projects by getting a loan which would mean that future Islanders would bear some of the financial burden for these projects rather than requiring the present   |

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|  | Islanders paying for this up front. If we use the Maine Bond Bank we will need to get a Bond Counsel to prepare the warrant article. Wayne will continue to work on this.  |
| 10/19/2013                                       | A warrant article to borrow up to \$150,000 to construct a new municipal building passed at the October town meeting. The warrant article was amended to include the loan payment be made from the undesignated reserve. John Crosby mentioned that if time permitted the Public Works crew would start clearing the property this fall. We will also need to get a waste disposal system designed and permitted. Wayne stated that we could appropriate funds from the Administration Capital Reserve to fund the beginning of the project until we got the loan from the MMBB and then reimburse the Capital Reserve. A motion was made by Mr. McCarthy to appropriate up to \$5000 from the Capital Reserve to fund the project until we receive the loan. The motion was seconded by Mr. Donohue and approved with 7 votes in favor and 0 opposed.   |
| 12/12/2013                                       | Wayne has downloaded the loan application from the Maine Municipal Bond Bank and will submit it before the February 2014 deadline.   |
| 02/13/2014                                       | Wayne submitted the loan application prior to the February deadline. The loan request has been reviewed by the project manager but the full Board has not made a decision yet.   |
| <b>Apply vinyl siding to the Admin. Building</b> |  |
| <b>ExCom</b>                                     |  |
| 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.   |
| 09/13/2013                                       | Tom Sibley has been informed that the project was approved. He will attempt to get the windows installed before the Island closes but the siding may need to wait until spring. Wayne was asked to get the project quoted using the shake siding as well as the clapboard style.   |
| 10/19/2013                                       | A warrant article to increase the appropriation an additional \$13,000 from the Island Improvement Reserve to install "Cedar Shake" style vinyl siding passed at the 10/12/2013 town meeting. In addition, a committee is being developed to determine the color to be used. The project will not begin until spring. However, the new windows for the upper level have been ordered. It was also mentioned that there was a broken window on the lower level and the door in the lower level should be looked at. Wayne reported that these would be looked at and taken care of at the same time if necessary.   |
| 12/12/2013                                       | Mr. Donohue reported that the siding committee was discussing the color of the siding to use and would contact Tom Sibley before the Island opened in the spring.  |
| 02/13/2014                                       | Mr. Donohue reported that the siding committee had been in contact with Tom Sibley, they are preparing sketches for the ExCom to review before the installation begins next season.  |
| <b>E-Ticket system</b>                           |  |
| <b>Wayne</b>                                     |  |
| 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 |

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|  | 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.<br>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  |
| 09/13/2013                             | The developer has determined that we would be better off to stay with the upgraded version of the mobile devices we now have. One has been ordered so that it can be programmed and used before the Island closes.   |
| 10/19/2013                             | We have purchased one new unit as a trial and it has been in service for about a month. This unit is capable of receiving an adapter to accept credit cards. We have to review the wireless modem to insure it has the appropriate security capability when we start using credit cards.   |
| 12/12/2013                             | No Change  |
| 02/13/2014                             | No Change  |
| <b>Opening and Closing the Island.</b> |  |
| <b>Wayne &amp; John</b>                |  |
| 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  |

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| 07/27/2013                         | No Change   |
| 08/24/2013                         | No Change   |
| 10/19/2013                         | Wayne will prepare the move from the Island to the mainland during this move.   |
| 12/12/2013                         | No Change   |
| 02/13/2014                         | No Change   |
| <b>Recreation – Long Term Plan</b> | <b>ExCom</b>  |
| 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.   |
| 09/13/2013                         | No Change   |
| 10/19/2013                         | We have estimates up to \$6000 to complete the renovations to the old tennis courts. The Public Works crew has started to repair the drainage around the fenced area. I have asked Cumberland County to review this project to see if there will be some funds available to offset our costs because repairing the drainage will mitigate the erosion at recreation beach. I request the Executive Committee appropriate up to \$6000 from the Recreation Reserve to repair the fence and renovate the old tennis court area. There is currently \$30,667 available in the Recreation Reserve. The Executive Committee has not yet approved the recreation plan and still wants to see the updated prioritized plan from the Recreation Commission. In the meantime the ExCom did agree to repair the fence at the Recreation beach tennis courts, the drainage around the courts and to place some sand so a volleyball court could be set up for next year. A motion was made by Mr. McCarthy to appropriate up to \$3500 from the Recreation Reserve to complete this work and to repair the pool table in the Community Center.   |
| 12/12/2013                         | No Change   |
| 02/13/2014                         | No Change   |
| <b>MuniciPAY</b>                   | <b>Wayne / Executive Committee</b>  |
| 06/01/2013                         | Wayne & Joe Potts attended a webinar with representatives from MuniciPay and Gorham   |

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|  | 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.  |
| 06/22/2013                             | 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 <a href="#">Nationwide Payment Solutions</a> to see what we need to do to implement the system.   |
| 07/27/2013                             | Wayne has received the applications and will complete them and send them in.   |
| 08/24/2013                             | No Change  |
| 09/13/2013                             | No Change  |
| 10/19/2013                             | The applications have been submitted. We plan to have the system available for tax payments this season.   |
| 12/12/2013                             | No Change  |
| 02/13/2014                             | We have received the hardware from MuniPay and we will train the clerks on the system when the Island opens.   |
| <b>Congestion in the Downtown area</b> |  |
| <b>ExCom</b>                           |  |
| 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  |
| 09/13/2013                             | No Change  |
| 10/19/2013                             | No Change. However, approval of the new municipal building will help eliminate some of the congestion once the building is available.  |
| 12/12/2013                             | No Change  |
| 02/13/2014                             | No Change  |
| <b>Fire Department Equipment</b>       |  |
| <b>ExCom</b>                           |  |
| 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. |
| 09/13/2013                             | We have scheduled appointments with 2 manufacturers of turn-out gear. It seems that with the exception of 4 sets, all of the gear is out of compliance. In addition, as we continue with the   |

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|   | truck and equipment checks we find more and more issues that require correction. Hopefully the money appropriated at the last meeting will cover everything.   |
| 10/19/2013                              | Engine 6 has returned from the shop and is back in service. Engine 1 is now in the shop and is not expected back for 2-3 weeks. When we get it back we will lease it to the Town of Raymond for \$1.00 to be a back-up for the winter. With the lease, Raymond will be responsible for the insurance. We have also selected a supplier for the turn-out gear. 10 volunteers have been fitted for new equipment. There is a 60 – 90 day turn around so this equipment will be ordered and purchased for the 2014 season. Wayne reported that Engine 6 recently came back from being serviced and it was determined that the pump would not draft from the dry hydrant at the ferry landing. The mechanic from East Coast feels that the problem is the wear rings on the pump and he will prepare an estimate for the repair. The pump test cannot be done until this repair is complete. Engine 1 is now at East Coast for service. We hope to get that truck serviced ASAP so that the pump tests can be done before the Island closes.   |
| 12/12/2013                              | <p>The work on Engine 1 is complete and the truck has been leased to the Town of Raymond to be used as a backup for them. With the lease, their insurance will cover the apparatus as long as they have it. Both East Coast and Raymond report that the truck is now in excellent condition.</p> <p>Engine 6 is still at East Coast. Wayne reported that the required safety equipment was purchased for a total cost of \$23,897.16 which would be paid for from the \$40,000 appropriated at the August 24, 2013 meeting. In addition there were unexpected expenses to repair both fire trucks, (Engine 1 for \$6462.66 and Engine 6 for \$8775.82), that would be paid using most of the remaining \$16,116.54 from the \$40,000 appropriation. Mr. Bond reported that the front mounted pump on Engine 6 has been removed and will remain at East Coast over the winter for repairs. Engine 6 has been returned to the Island. Mr. Bond also commended the Raymond Fire Dept. and Chief Bruce Tupper for their help and support during the reorganization of the Frye Island Fire Dept. Raymond recently installed some new equipment on the pole provided by Frye Island at the mainland ferry terminal that should enhance the emergency communications between Raymond, Frye Island and Cumberland County. In addition, Mr. Bond also mentioned that with the reorganization the Island now had 10 -12 volunteer fire fighters that were on the Island full time in addition to those that were available on weekends and he commended John Crosby, Rich Purtell and Jean Johnson for their help and support.</p> <p>There was some discussion about the cost of property insurance on the Island and there was mention that the reason the costs were increasing was because of the recent upheaval in the Fire Department. However, Wayne stated that he had discussed this with the Town's insurance agent and was told it was because of the fact that the Island is uninhabited during the winter months. Mr. Bond did explain that some insurance carriers determined their risk based on a geographical area such as a county as opposed to a local area such as Frye Island. By using a zone average it helped to reduce the insurance costs assessed by some carriers.</p> <p>It was suggested that Mr. Bond be appointed as Fire Chief instead of Acting Fire Chief. Mr. Bond indicated that he and Wayne had a discussion about this when the initial appointment was made and at the time he preferred to be the Acting Chief, but with the help and support he has received would consider becoming the full Chief. Wayne said that this appointment was one of his duties and he would see that it happened as soon as the Island opened in the spring</p> |
| 02/13/2014                              | No Change  |
| <b>Sprinkler for the Leisure Lounge</b> |  |
| <b>ExCom</b>                            |  |
| 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   |

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|   | 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 Golf Reserve to install the sprinkler system, mandated by the Maine State Fire Marshal, in the Leisure Lounge. The motion was seconded by Mr. Nun. Following additional discussion the motion passed with 5 votes in favor and 1 opposed (Mr. Thomas).  |
| 09/13/2013                                    | No Change  |
| 10/19/2013                                    | Wayne explained that it was his understanding that the cooler was to be paid for from the Golf Equipment Reserve and the funds appropriated from the Island Improvement Reserve were to be used to fund the installation of the Sprinkler system. In order to do this, the cost to cover the construction of the cooler has been appropriated from the Golf Reserve and added as a budget adjustment to the renovation project. In addition, we have a proposal to repair the rear corner of the building and the deck, install vinyl siding and a new roof. This project was supposed to be funded from the money appropriated from the Island Improvement Reserve. Because there will not be enough money left in the renovation project these repairs will have to be paid for by the Golf Reserve. The ExCom will insist that these projects be completed as soon as possible in the spring. |
| 12/12/2013                                    | No Change  |
| 02/13/2014                                    | No Change  |
| <b>Ferry Rates for Delinquent tax payers.</b> |  |
|   | <b>ExCom</b>   |
| 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.   |
| 09/13/2013                                    | The ExCom decided to reactivate the policy requiring that Islanders that purchase discount ferry tickets be "In Good Standing". The policy, which will be in effect for the 2014 season, will be triggered when a lien is placed on a property and remain on the property owner's account until the lien has been discharged.  |
| 10/19/2013                                    | No Change  |
| 12/12/2013                                    | No Change  |
| 02/13/2014                                    | No Change  |
| <b>Instant Alert Program</b>                  |  |
|   | <b>Wayne / ExCom</b>   |
| 09/13/2013                                    | Wayne presented a program offered by Honeywell to alert subscribers of pending issues. The ExCom directed Wayne to investigate it further and determine the costs.   |
| 10/19/2013                                    | The program has an annual cost. Wayne has asked for a prorated cost because of our seasonality. We are waiting for that cost.  |
| 12/12/2013                                    | Wayne reported that he had never heard from the Honeywell representative but would attempt to contact her and establish the cost of the system before the next meeting.  |
| 02/13/2014                                    | Mary Jo Saunders reported that she had heard of a system better suited to municipalities and will get the information and forward it to the Town.  |
| <b>Managers Search</b>                        |  |
|   | <b>ExCom</b>   |
| 12/12/2013                                    | Need to determine the search committee and establish the schedule and the process for interviews going forward.<br>Following return from Executive Session, the following motion was made by Mr. McCarthy: <ul style="list-style-type: none"> <li>To establish the 6 members of the Executive Committee to be the final selection committee for the new Town Manager.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• To establish the number of advisors to the search committee to 3</li> <li>• The Selection committee and advisors will reduce the list (20 applications) of applicants to no more than 5 based on submitted information. This should be done by January 31, 2014.</li> <li>• To establish the rules and questions for the telephone interviews no later than January 31, 2014.</li> <li>• To conduct telephone interviews with the selected applicants during the month of February and reduce candidates to no more than 3 applicants.</li> <li>• The selection committee should conduct final personal interviews with the 3 applicants in March.</li> <li>• A quorum of the Executive Committee members should rank the final 3 applicants and approve the terms of the employment offer which will be delivered and negotiated by the Selectmen in April.</li> <li>• Recommend appointing Roger Stenz, Michelle Carr and Town Manager Wayne Fournier as advisors based upon a review of volunteer experience and involvement in Island activities.</li> </ul> <p>The motion was seconded by Mr. Walker and approved with 5 votes in favor and 0 opposed.</p> |
| 02/13/2014   | Wayne confirmed with the Town Attorney that all of the discussions about the candidates could be done in Executive Session. However, any decisions had to be completed in open session. 22 Applications were forwarded to the Search Committee members. Each member was asked to narrow the candidates down to 5. The next step in the process will be discussed at this meeting.  |
| <b>SAD 6</b>   | <b>ExCom</b>   |
| 12/12/2013   | A meeting to interview potential consultants will be held on Tuesday December 10 <sup>th</sup> . The attorney representing the Town of Standish had indicated that Frye Island needed to insure that the State Legislature would allow Frye Island to withdraw from SAD 6 before going too far in the process. Wayne agreed to talk to the attorney for suggestions.   |
| 02/13/2014   | Standish had a special town meeting to approve the funds to contract with the consultants to perform the feasibility study. Unfortunately, the vote denied the funding and Standish will not be participating in the feasibility study. Betsy Gleysteen informed the ExCom that some residents from the Town of Windham had prepared an application to establish a charter school and this may present an opportunity for Frye Island to join with them on this project. She will attempt to get some contact information and forward it to Wayne. In addition Reba Orszag stated that she would attempt to get some information from the State board of education.  |
| <b>Power wash, repair chipping and paint the Ellie Corliss</b> | <b>ExCom</b>   |
| 02/13/2014   | We have a proposal to power wash repair all areas where the paint has chipped, add primer coat and intermediate coat of paint where necessary and to paint the entire ferry for \$3100. I request the ExCom appropriate up to \$3500 from the Ferry Capital Reserve to prepare and paint the Ellie Corliss this spring. A motion was made by Mr. Walker to appropriate up to   |

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|   | \$3500 from the Ferry Capital reserve to prepare and paint the Ellie Corliss this spring. The motion was seconded by Mr. Sutherland and approved with 6 votes in favor and 0 opposed. It was the consensus of the ExCom to include this in the budget as an operating expense in the future..  |
| <b>Paint the steel on both gantries</b>   |  |
|   | <b>ExCom</b>   |
| 02/13/2014  | We have a proposal to pressure wash clean all steel on gantries, verticals and horizontals, above ground and under ramp, spot power tool all steel , spot prime, mid coat prime and full finish all steel same color. The work above the waterline will be done in the spring; the work under the ramp will probably have to wait until fall when the water level is lower. The proposal from Limerick Steeplejacks is \$7200 for each gantry. I request the ExCom appropriate up to \$15,000 from the Ferry Capital Reserve to prepare and paint both gantries. Any welding repairs will be done at an additional cost. A motion was made by Mr. Sutherland to appropriate up to \$15,000 from the Ferry Capital Reserve to prepare and paint the gantry systems this spring. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.   |
| <b>Project Status</b>   |  |
|   | <b>ExCom</b>   |
| 02/13/2014  | Review and approve the attached project status report. Wayne presented the project status report. A motion was made by Mr. Sutherland to approve the project status report as presented. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.   |
| <b>REPORTS / APPROVALS</b>  |  |
| <b>Meeting Minute Approval:</b> Minutes of 12/12/2013 Meeting. A motion was made by Mr. Walker to approve the meeting minutes for the 12/12/2013. The motion was seconded by Mr. Sutherland and approved with 5 votes in favor and 0 opposed. Mr. Nun abstained because he did not attend the 12/12/14 meeting. |  |
| <b>Treasurers Report:</b> Wayne had distributed the financials to the ExCom and explained that the new web master was still having a little trouble applying the information to the web-site.   |  |
| <b>Golf Report:</b> No report   |  |
| <b>Marina Report:</b> No Report   |  |
| <b>OTHER BUSINES</b>  |  |
| <b>Discuss renaming the Family Park / Ball Field after Tom "Cappy" Capobianco.</b>  |  |
|   | <b>ExCom</b>   |
| 02/13/2014  | It has been suggested that the Ball Field be renamed to honor "Cappy" in recognition for all of the work he has done to make it possible and the work he continues to do to maintain it. The ExCom was in favor of renaming the Family Park to honor Cappy. A motion was made by Mr. McCarthy to rename the Family Park as the <b>Tom "Cappy" Capobianco Family Park</b> . and to make the dedication as part of the opening ceremonies at the Island softball event. The motion was seconded by Mr. Donohue and approved with 6 votes in favor and 0 opposed. During the discussions, Ms. Orszag suggested it might be time to establish a "Gift / Donations Commission" to develop a process to consider the possible disposition of gifts, donations including activities to honor donors. This commission would report to the Town Manager.  |
| <b>Discuss a procedure for the transfer station returnables.</b>  |  |
|   | <b>ExCom</b>   |
| 02/13/2014  | We do not have a procedure for the collection and disposition of the money collected from returnable cans and bottles at the transfer station. Members of the Volunteer Fire Department used to collect the returnables with the money generated going into a special fund to support their activities. More recently, the transfer station employees have been collecting the returnables and contributing the money to either the Barbara Bush Children's Hospital in Portland or to the Children's Hospital in Boston. However, these contributions have not been made in the name of the Town of Frye Island. It has been suggested that some of the proceeds be used to support some of the Island organizations) i.e. the garden club, recreation etc.). The ExCom agreed that the method currently used to collect the returnables was acceptable; however, the members felt that a more accurate accounting of the amount collected and donated be implemented. It was decided that once the Transfer station employees collected the revenue from the returnables the employees would be given credit in the FINS and the |

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|  | amount of the donation and the recipient would be identified.   |
| <b>Amend the Town Charter to change the Annual Meeting Date.</b> | <b>ExCom</b>  |
|  | <b>Charter Amendment Schedule</b>   |
| 02/13/14   | Selectmen vote that an amendments to the Town Charter defining the change in Town Meeting date should be considered and a public hearing to be held at the Community Center starting at 9am on Saturday May 24 <sup>th</sup> , 2014 and select a date for a special Town Meeting to vote on the Charter amendment.  |
| March  | Town Manager to publish a Notice of the Public Hearing in the Annual Report / Winter News Letter, the FINS and on the Island bulletin board. The notice must contain the text of the proposed amendment (Requirement: Done at least 7 days before Public Hearing).  |
| 05/24/14   | Hold the Public Hearing at 9am in the Community Center, conducted by the Selectmen. An ExCom meeting will be scheduled immediately following Public Hearing.  |
| 05/24/14   | Selectmen vote to place the Amendment to the Town Charter on a Warrant for the Special Town Meeting (Requirement: Vote done within 7 days after the Public Hearing; Town Meeting must be at least 30 days after vote).  |
| ??????   | Town Manager to publish the Warrant Article for the Amendment to the Town Charter in the FINS and on the Island bulletin board, and make copies available to the voters (Requirement: Done at least 2 weeks before the Town Meeting).   |
|  | Town Manager to publish the Notice of the Town Meeting election on the Amendment to the Town Charter in the FINS and on the Island bulletin board (Requirement: Done at least 4 days before the Town Meeting).  |
|  | Conduct the Special Town Meeting with the Warrant Article on the Amendment to the Town Charter; vote is to be done by Secret Ballot (Requirement: A majority of YES votes is required to pass; the total number of votes must be equal or greater than 30% of the total votes cast in the last gubernatorial election).   |
|  | Selectmen vote to determine the effective date of the Town Charter Amendment (Requirement: Date can be no later than the first day of the next municipal year).   |
| 02/13/2014   | Wayne stated that the schedule listed in the agenda was to provide talking points only and did not reflect an actual schedule. After a considerable amount of discussion, it was determined that Memorial weekend was the preferred weekend to hold a public hearing to present the proposed amendment to the charter in order to insure all of the scheduling requirements could be met. State statutes define a very specific schedule of events in order to amend a Charter. It was also decided that holding the public hearing later in the day would be considered to provide an opportunity for better attendance. A motion was made by Mr. Nun that an amendment to the Town Charter, defining a change in the date when the Town meeting is to be held, should be considered and a Public Hearing be held at 2:00PM on Saturday May 24 <sup>th</sup> at the Community Center to discuss the details of a potential amendment. Furthermore, a Special Town Meeting will be scheduled for Saturday July 5 <sup>th</sup> to vote on a warrant article to amend the schedule date for the annual Town Meeting. The motion was seconded by Mr. Walker and approved with 3 votes in favor and 0 opposed. <i>State statutes</i> |

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|  | <i>identify the selectmen as the governing entity when proposing amendments to the Town Charter therefore only the selectmen voted on this motion.</i>  |
| <b>2014 Ferry Schedule</b>   | <b>ExCom</b>  |
| 02/13/2013   | The proposed 2014 ferry schedule was presented. There were a few schedule changes suggested. These were noted and the ferry schedule was approved as amended.   |
| <b>Recreation Directors Position</b>   | <b>Wayne</b>  |
| 02/13/2014   | Wayne has asked the Recreation Commission to participate in the search for a new Recreation Director. Nancy Donio informed the ExCom that we originally had 2 applicants. However, one of those withdrew leaving only one applicant. Since then we have heard that a couple of more people might be interested. Wayne was asked to advertise in the Winter Fins and on the Frye Island web-site to see if there are other possible candidates..   |
| <b>Golf &amp; Recreation Liaisons</b>  | <b>ExCom</b>  |
| 02/13/2014   | We have always had a representative from the ExCom act as Liaison to some of the Island committees. With Mark Thomas' departure from the ExCom we no longer have a liaison with the Golf Committee and we need one for the Recreation Commission. Mr. Bond is the liaison for the Marina Committee. We need a volunteer for Golf and Recreation. Mr. Nun said that he would be the Golf liaison on an interim basis. Ms. Beaulieu said that she would consider the liaison for the Recreation Commission. |
| <b>Committee reports for the Annual report</b>   | <b>Wayne</b>  |
| 02/13/2014   | Wayne will need the committee reports for the annual report no later than 8th   |
| <b>Leisure Lounge Liquor License</b>   | <b>Wayne / ExCom</b>  |
| 02/13/2014   | Because the lounge has been in the same ownership for 5 years and there have been no complaints, the need to have a public hearing can be waived. A motion was made by Mr. Sutherland to waive the public hearing and to allow the Town Manager to sign the application on behalf of the Select Board. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.  |
| <b>Determine the date for the next meeting.</b>  | <b>ExCom</b>  |
| 02/13/2014   | The next meeting will be held on Tuesday March 18 <sup>th</sup> at 7:00PM via teleconference..  |
| <b>EXECUTIVE SESSION</b>   |   |
| <b>ADJOURN</b>   |   |
| <b>A motion was made by Mr. Walker to adjourn the meeting at 9:59PM. The motion was seconded by Mr. Sutherland and approved with 6 votes in favor and 0 opposed.</b> |   |