



MEETING AGENDA FOR THE
SELECTMEN /EXECUTIVE COMMITTEE
MEETING 10/18/2014

TOWN OF FRYE ISLAND

START	END	NEXT MEETING	NEXT TIME	NEXT MEETING LOCATION
		January 8, 2015	7pm	Conference Call
ATTENDANCE				
EXECUTIVE COMMITTEE: (Roll call)				
The following members were present:		Town Manager: Gary Donohue		
John Nun, Selectman Chair		Town Clerk : Marie Tedford		
Celeste Beaulieu, Selectwoman		Treasurer: Not Present		
Ron Cedrone, Selectman (by phone)		Others in attendance:		
Tim McCarthy		Rod Beaulieu		
Bob Sutherland		Ms Vesprini		
John Schutz				
Harry Ledgard				
NOTE: Italics refers to draft minutes of the 10-18-14 meeting				
PETITIONS FROM THE PUBLIC				
<i>None</i>				
OLD BUSINESS				
Business Item			Responsibility	
Conceptual Plan for Willis Property - Transportation Committee			Gary/Transportation Committee	
See previous meeting minutes for information prior to 05/17/2014				
05/17/2014	The appeal was filed with the Cumberland County Superior Court prior to the 30 day window expired. At the same we requested a stay on the whole process to give time to review all of the possible options. The Town of Raymond agreed to a 90 day stay and on April 25 th , the Court approved the stay. Unfortunately, the timing to resubmit an addendum to our application isn't favorable to the Island. The deadline to have information to the Raymond Planning Board May meeting was in April. The deadline for the June meeting is May 16 th . The stay expires on July 25 th . We do have an optional plan that includes a turn lane from the Cape Road to the Ferry access road. This plan also includes the parking area with access to and from the parking area on Quarry Cove Road. There would be only foot traffic crossing the Cape Road from the parking area.			
05/31/2014	After considerable discussion the ExCom decided to continue the appeal process. A motion was made by Mr. Nun to appropriate up to \$30,000 from the Long term Transportation Reserve to continue the appeal process. The motion was seconded by Mr. Bond and approved with 7 votes in favor and 0 opposed. However, Wayne was instructed to hold the meeting that was scheduled with the Raymond Town staff to discuss the alternate plan that was developed by Mark Gray.			
06/13/2014	Wayne and Mark Gray met with the Raymond Town staff to discuss the alternate plan on Wednesday June 13 th . The results of this meeting will be discussed at this meeting.			

8/15/2014	Since the prior meeting Gary Donohue, Mark Gray, Wayne Fournier, Barbara Lovell, Thomas Ewig and John Bandera, from the Friends of Raymond Cape, met and came to common ground on the intent of the new Frye Island Park and Ride facility. Frye Island filed for a new permit for a different Park and Ride facility plan designed by Mark Gray to facilitate the sensitivity of the Friends of Raymond Cape. At the public hearing it was requested by the planning board to do a site walk and this took place 7/23/14. James Seymour, a Raymond planning consultant, Gary Donohue, John Nun and John Crosby as well as Raymond's Planning Board and other Raymond Department Heads were in attendance. Frye Island is on the Raymond Planning Board agenda for 8/20/14 at 7PM. Still pursuing a permit on the new designed plan.
09/20/2014	
09/27/2014	Need to discuss funding for park and ride. 3 new options have been developed to apply for the permit. Additional costs for this as well as money owed to Raymond for Sebago Technics of \$3000. Copies of new options were distributed for review. Discussion of amount it will cost to continue to pursue the permit process. \$5900 still available from previous allocations. Additional \$10,000 needed to continue the permit process. Motion by Mr. Bond, second by Mr. Sutherland to appropriate up to \$10,000 for Park and Ride. 5 in favor-1 opposed
10/18/2014	Option 2 will be the only plan presented based on discussions with Friends of Raymond Cape, Mark Gray, Jim Seymour and Gary Donohue. Friends of Raymond Cape are requesting a letter from the Town of Frye Island that after the permit is issued we will not apply to expand the parking lot for 7 years after the first date of construction. <i>Celeste Beaulieu said "I'd like to expand upon my response to Bob and the board, as to why I voted in opposition of allocating an additional \$10,000 to continue the permit process for the Park and Ride. First of all, I want to assure you that I am aware of the future needs of the Island residents and the reason for this project. I am not opposed to this construction and I will support this project if we are granted a permit. My opposition is to the ongoing Willis Property expenses incurred for FI residents in this time of financial instability. During the first go round, the Raymond Planning Board presented many concerns/conditions, which increased the cost of this project. FI responded to EVERY condition/inquiry/concern set forth by them, only to be met with another obstacle to research and finance. I am not convinced that FI will ever be able to satisfy all of their concerns. Therefore, I am not willing to write another "one last check" to get this project over the finish line. I agree with everyone that it is time for a vote." ExComm feels we should attend the Planning Board meeting or send a representative when the topic is on the agenda to be voted on for a permit.</i>
E-911 Addresses	
ExCom	
See previous meeting minutes for information prior to 05/31/2014	
05/17/2014	Plan to complete the renumbering in the next couple of weeks so the list can be submitted to the State. Have discussed the whole process with the State NG 911 (Next Generation 911) coordinator and will need to make a few adjustments. Wayne reported that he had a meeting scheduled with the State coordinator on Tuesday (05/20) to discuss some of the issues that arose in the process. He will have more information after that meeting.
05/31/2014	Wayne met with the State coordinator and learned that the State had a computer program that would scale off the lots and assign numbers according to the normal convention. It was decided that the best time to implement the new numbering system was when the Island opened in the spring of 2015. Mr. McCarthy suggested that we tell the State to begin the process. Wayne explained that we did ask the State to begin the process but it was determined that we should implement it in the spring.
06/13/2014	No Change
8/15/2014	After discussion with public safety it was decided to delegate this to Police and Fire with cooperation from DPW. Public Safety has completed the 911 numbering system.

	New addresses have been issued and discussion took place about issuing them in the Fall tax bills. Each property requires a standard size and color sign to identify it. Discussion on how to get these posted on each property took place with thoughts that they would be placed by the town on each property, but no decision was made to proceed.
09/20/2014	
09/27/2014	Public safety will go to Augusta on 9-24-14 and final addresses will be set. The administration would like to discuss the distribution of the numbers on the properties. Numbers will be distributed to property owners and the owner will be required to display them according to the ordinance. Final numbers will be determined after a meeting in Augusta.
10/18/2014	On October 9 th Police Chief and Town Manager will go to Augusta to finalize the addresses. <i>EXComm wants the Town of Frye Island to install the signs on all properties with septic systems/dwellings. Discussed how they would be paid for. Tim McCarthy made a motion, second by Jay Ledgard that "If money can't be taken out of operations in 2014 to pay for signs then up to \$10,000 will be appropriated to come out of the Island Improvement Reserve." Signs for homes built in the future would be paid for during the Building Permit process and this will be discussed with John Thompson.</i>
Sebago Lake Projects	
ExCom -Gary- John	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	John Crosby reported that he received word from Cumberland County that the funding deadline had been extended until late summer and the engineer is working on a drainage plan for us for the Recreation Beach area.
05/31/2014	No Change
06/13/2014	No Change
8/15/2014	No Change
09/20/2014	
09/27/2014	No change
10/18/2014	No change
Community Center Siding	
ExCom / John Crosby / Gary	
See previous meeting minutes for information prior to 05/17/2014	
	Work is in process.
05/17/2014	
05/31/2014	No change
06/13/2014	No Change
08/15/2014	Siding is melting at lower corners. More research is needed to determine the proper treatment of this. John Crosby will make a recommendation. No discussion.
09/20/2014	
09/27/2014	No change
10/18/2014	No change
Town Office	
Gary/ ExCom	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	The consensus of the Executive committee was to construct the new municipal office using the funds from the general fund balance as directed by the vote at the October 2013 town meeting. The loan was approved at a TIC rate of 2.084%. The funds used from the fund balance will be reimbursed by the MMBB following completion of the building. Wayne reported that the foundation had been installed and some of the framing materials for the first floor had been delivered. He also reported that he was going to schedule a meeting with the Fire Marshal's office to review the plans for ADA compliance and to get the necessary permits. Wayne also explained that when we received the loan from the MMBB the loan was received conditionally because of the Towns plan to construct the majority of the building using volunteers which has worked very well for Frye Island in the past. There were basically 2 options. One, we hire an

	independent project manager to oversee the construction at the Towns expense; or two, we pay for the construction using our own funds and then get reimbursed from the MMBB. Because the Town Meeting vote determined that the New municipal building should be paid for using money from the fund balance the ExCom determined the less costly way to pay for the construction using money from the fund balance and then to repay the fund balance when the money was received from the MMBB. A motion was made by Mr. McCarthy to ratify the ExCom's previous decision to fund the construction of the new municipal building using the general fund balance which will be reimbursed by a loan already approved by the MMBB once construction is complete. The motion was seconded by Mr. Walker and approved with 6 votes in favor and 0 opposed.
05/31/2014	Wayne made an appointment with the Fire Marshal's office to review the plans but there was nothing available until June 11 th .
06/13/2014	No Change
8/15/2014	Plans have been certified, permits are in place and construction of the new Town Hall are underway. Paul Kimball has been awarded the bid to do the plumbing.
09/20/2014	
09/27/2014	Insurance has been placed on the new building and discussion for closing for the winter. Unable to obtain affordable insurance. Continue to seek alternative insurers.
10/18/2014	Insurance has been placed with new carrier at a cost savings of \$600+ dollars. <i>This new policy was cancelled and the new Town Hall is now being insured under our current Clark insurance policy at no additional cost. Clark changed their decision regarding the coverage of the Town Hall. The siding on the new Town Hall has been put inside for the winter to be put up next year. The building is behind in construction because we didn't receive the fire suppression permits on a timely basis.</i> <i>Further discussion took place on the Town Hall expenses and progress. Large conference room added expense for handicap bathrooms. When ready, may move to new building in steps with administration first then the Fire and Police.</i>
Apply vinyl siding to the Admin. Building	
ExCom	
See previous meeting minutes for information prior to 03/18/2014	
03/18/2014	The ExCom reached the consensus that postponing the application of the siding until after the café has closed for the season.
04/10/2014	No Change
05/17/2014	No Change
05/31/2014	No Change
06/13/2014	No Change
08/15/2014	The siding committee has had two meetings, Al Cuevas has volunteered to help in the design of the new windows and siding. No discussion
09/20/2014	
09/27/2014	No change
10/18/2014	Due to time constraints with the new Town Hall this project will be addressed next season.
Opening and Closing the Island.	
Gary & John	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	No Change.....This process may change with the new municipal building. Mr. McCarthy explained that it would be beneficial to have procedures detailing the processes necessary to open and close the Island. John Crosby said that he wouldn't have the time to complete this during the season but would be able to after the Island closed.
05/31/2014	No Change
06/13/2014	No Change

08/15/2014	Discussions are taking place on who will assist us in moving the server and phone system over for the winter. No decisions. Discussed the need for a VPN for information access over the winter months.
09/20/2014	
09/27/2014	VPN will be installed by SystemsArchitecture.NET. This is progressing and will be operational shortly.
10/18/2014	Systems Architecture tentatively should be complete on 10/10/2014. Will load necessary programs on laptops. <i>The new VPN will be tested this week. Systems Architecture thought that down the road perhaps the server could be left at the Ferry Trailer. October 28th the move will take place from the island to the Ferry trailer for the office. Discussed documentation that was needed for opening and closing the island. John Crosby will work on this during the Winter. Tim McCarthy said he has Wayne's Town Manager opening and closing procedures from a year and a half ago.</i> <i>Discussed the need for consistent IT support. Will get quotes from Ion Networking out of Falmouth.</i> <i>Also discussed the need for a Treasurer's document with procedures of what the Treasurer does. Discussed our Real Estate Tax Billing procedure and how there was an unhappy customer. Gary put the procedure in the FINS to clarify the procedures for billing and the tax lien procedure.</i>
Recreation – Long Term Plan	
ExCom	
See previous meeting minutes for information prior to 10/19/2013	
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
03/18/2014	No Change
04/10/2014	No Change
05/17/2014	No Change
05/31/2014	No Change
06/13/2014	No Change
08/15/2014	Recreation beach tennis court area is done and volleyball net is needed. Cumberland County soil conservation grant for drainage needs to be completed and submitted for reimbursement. No Decision
09/20/2014	
09/27/2014	A volleyball net was provided and used this season. The balcony Pool Table needs repairs for a cost of \$2189. There is \$900 still available from the money appropriated for the Recreation area repairs. An additional \$1289 is needed to complete the repairs. Motion made by Mr. Bond, seconded by Mr. Nun to appropriate \$1289 from the Recreation Reserve to complete the fence repairs for the recreation area. All in favor
10/18/2014	No change. <i>Discussed the request that had been made quite some time ago about the Comprehensive Long Term Plan for Recreation. The Board would let the Recreation Chair, Nancy Donio know that there will not be any new Long Term funding until we receive the LT Plan. A</i>

	<i>Board member questioned whether the ExComm received the Recreation Commission meeting minutes. Comments that the Recreation Reserve was small and would not cover many of the requests. Also requested that funding from a reserve should be in writing. There were Recreation Fundraisers and that is what covered many of the costs for the kids this past season.</i>
MunicipiPAY	
Gary/ Executive Committee	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	We are in the process of finalizing the item codes that we will be using with the representative from MuniPay. We are trying to schedule the required training.
05/31/2014	Wayne has a number of calls in to schedule the training but the calls have not been returned yet
06/13/2014	The training has been scheduled for Friday June 13.
08/15/2014	On hold due to orientation of new office staff. Spoke to MuniPay and will have another training session after the high season. PayPort is another credit card system which may be more efficient for our use since there is a Trio Software interface. Will research this further.
09/20/2014	
09/27/2014	No change
10/18/2014	No change
Raymond Rescue Unit	
ExCom	
See previous meeting minutes for information prior to 05/17/2014	
05/17/2014	No Change. Mr. Bond reported that Engine #6 was repaired by East Coast but while testing the pump the PTO transfer case failed and is being repaired. He also mentioned that the irrigation pump for the golf course, which also provides the primary source of water to fill the fire trucks, had failed and has been removed for repairs.
05/31/2014	There has been no change with the Raymond Rescue Unit. Engine #6 has been repaired and returned to service.
06/13/2014	The Raymond Rescue unit will become available in July. The ExCom needs to appropriate \$20,000 from the Fire Dept. Reserve to purchase the unit from Raymond.
08/15/2014	Ambulance is being painted and we should have it by year end.
09/20/2014	
09/27/2014	Reopen discussion on Reserve transfer for payment for ambulance. New ambulance will be received by end of the year. No change in reserve funding.
10/18/2014	Waiting for delivery. <i>The ambulance has been received and the mileage was 59,600. It is not stocked and in the Spring we will need to get this done. The power converter is missing and needs to be installed. This converter was originally there when the purchase agreement was made with the Town of Raymond.</i> <i>In the Spring there will be a new orientation for all ambulance drivers with the new vehicle. Discussed if there were enough funds in budget to get this ready for use. Rod said no but if we temporarily take it out of Reserves the money could be put back in when we sell the old one.</i>
Late Ferry Run	
09/20/14	
09/27/14	-Bob Sutherland is presenting a change for a late run ferry. Ferry Policy line item 17-00 and 17-001. Further discussion will take place at 9/27/14 meeting when Bob Sutherland is present. Revision to policy for a Late Run/ Unscheduled run beyond one hour of normal ferry schedule hours. This unscheduled run will only be for emergency situations-fire and medical only. Cost will be \$200 plus ferry ticket. A late run (within one hour of normal scheduled hours) cost will be \$50 plus a ferry ticket for first 30 minutes and \$100 plus a ferry ticket for 31-60 minutes late. New policy 17-00 Late Runs and 17-01 Unscheduled Runs will be put in place. Motion by Mr. Bond to approve this policy, seconded by Mr. Nun. All in favor.

10/18/14	<p>Complete. Will be removed. <i>Discussed the possibility of adding a ferry until 9PM on Monday and Wednesday in the offseason and a 6am on Monday morning in the off season. This should be reviewed by the Long Term Transportation Committee. The Board of Island Trustees sets the ferry schedule and it should be approved by March. The topic was tabled until the Winter meeting when data collection has taken place.</i></p> <p><i>Discussion also took place regarding optimal use of the ferry during off season hours. A coupon idea was discussed to offer owners the use of the ferry at a discounted rate for items such as a load of stone during low season to make use of the ferries.</i></p> <p><i>Dave Bond will be contacted to review ferry scheduling as Chair of the Long Term Transportation Committee.</i></p>
Fairy Garden	
09/20/14	
09/27/14	-Garden Club has proposed a Fairy Garden for the recreation area. Garden Club would like to create this in the Recreation Beach wooded area. This will be brought to the Recreation Commission to evaluate the proposal. Fairy Garden Workshop took place this year.
10/18/14	No change.
Payroll	
09/20/14	
09/27/14	-Would like to explore the potential of outsourcing payroll to a 3 rd party provider. Will be researched further and results presented at the 9/27/14 meeting. At this time there is not a payroll company that interfaces with Trio. Office plan is to expand the payroll role to more employees. No interface available with payroll services and Trio.
10/18/14	Complete. Will be removed
Trio Interface /Training	
09/20/14	
09/27/14	-There is a module that exists in Trio for the interface to the Inland Fisheries and Wildlife System we use for Boat Registrations. This would be more efficient by eliminating double entries. Will research what cost involved will be. Will research exact costs and present at 9/27/14 meeting. -Requesting additional funds for in house Trio training for entire staff. Exact number of hours will be determined before next meeting and cost presented. The administration has decided to wait until Spring to have Trio provide training. Office would like to do the Trio training in the spring and will get new quotes at that time. <i>ExComm said there were very little funds in next year's budget for training and there were not any reserves that could be used for this. Discussed that funding for Trio training may have to be approved at a Special Town Meeting if one were to be held for other topics such as completion of the Town Hall and Ring Road.</i>
10/18/14	No change
SAD 6	
9/20/14	
9/27/14	-SAD 6 School Funding Gary Donohue reported on the discussions and contacts with State Senators and Representatives regarding a change in the school funding formula for Frye Island. Visits were scheduled for them to tour Frye Island and discuss the issue. Senate candidate will attend meeting. Bill Diamond attended meeting to discuss the educational tax issue. He discussed that it is important to work out legislation that is acceptable to all parties and sometimes it is an agreement that will be worked into over a period of time. Discussed if hiring a law firm would be beneficial to getting legislation passed. Bill Diamond said if elected he would be happy to work on legislation for us. This legislation needs to be in by January. Suggested to have someone involved in education put the legislation in. As a first step he suggested Mr. Donohue should contact all the Town Managers that would have an interest in this.

10/18/14	Met with Town Manager of Standish, Gordie Billington on September 30 th to discuss different strategies. Met with Frank Sherburne, SAD6 Superintendent on October 3 rd and made a plan to attend and speak to SAD6 Board on October 20 th meeting. <i>Standish is reporting that Frye Island instituted an idea to withdraw and this was not Frye Island that started this idea. They also complained that we did not participate in their meetings. The Assistant Secretary of State commented that Frye Island could end up being a Plantation and then SAD6 would not get any money from us.</i>
Golf Course	
09/20/14	
09/27/14	-Golf Course Rates for 9 holes Tim McCarthy will be the liaison between the Executive Committee and Golf Course Committee. He will report on the recommendations from the Golf Committee meetings. Tim McCarthy has resigned as golf course liaison. The Town Manager has requested a representative be present at the Executive meeting. A Golf Committee representative and Laura Crosby, Golf Course Manager presented information. Discussion below under Golf Report.
10/18/14	Will wait for recommendations from the newly elected Golf Course Committee after their winter meeting. <i>Minutes of the Winter Golf Committee will be sent. They will be discussing Laura and Gary's ideas and will make recommendations to the ExComm.</i>
Fundraising	
09/20/14	
09/27/14	-Approval process for use of funds raised in fundraising activities No discussion.
10/18/2014	No change. <i>Discussed need for Fundraising for special events..</i>
NEW BUSINESS	
Land Use Committee, Mark Thomas, Jacqui Ossi and Ed Charette needs to meet due to a request by a taxpayer to acquire a lot for access. BOS/EXCOMM need to provide authority to the Land Use Committee for such actions. <i>Discussed how the Land Use Committee would make a recommendation to the Planning Board and they should develop the policy on how the Town of Frye Island sells land now that the lots have been given to them from FII. Discussed whether we needed any legal opinion on the repercussions if we sell a lot. Committee member commented that we don't want to lock ourselves into anything. The Town Charter allows Selectmen to dispose of property but it makes sense to go to the Town Voters.</i>	
Long Term Transportation Reserve needs update for changes in the number of septic systems on island to reflect increase in deposits needed. Request Treasurer to investigate and provide accurate adjustments to this reserve. <i>Member commented that they want to see proof that this money is going into the reserve for the correct number of septic systems.</i>	
Meeting Schedule for off season. <i>January 8, 2015 , Thursday 7PM, March 5, 2015, Thursday 7PM, April 9, 2015, Thursday 7pm</i>	
Coyotes on Island. <i>Decided that there would not be any organized shooting of Coyotes on the island and that nature would take its course.</i>	
SAD6 School Board Representative. <i>Betsy Gleysteen volunteered to be Frye Island School Board Representative for SAD6. John Nun made a motion, Celeste Beaulieu 2nd. Unanimous that she would be the Representative until the next Town meeting.</i>	
OTHER NEW BUSINESS	
<i>Discussed looking into a new trailer for the ferry landing.</i>	
<i>Discussed ExComm member to be a part of a Budgetary Committee next year. Did not have as many Budget prep meetings this past year and have been in a mode of holding budget down because there has been such a large school tax burden. If we could get school tax relief, some areas in the budget need to be addressed. Discussed the legal budget and how to determine if we have enough budgeted. Try and use Maine Municipal lawyers as much as possible.</i>	

REPORTS / APPROVALS

Meeting Minutes Approval: Motion, John Nun and Tim McCarthy 2nd to approve 9/27/14 minutes. Unanimous.

Treasurers Report:

Golf Report:

Marina Report:

EXECUTIVE SESSION

ADJOURN : 11:15am adjourned