



MEETING AGENDA FOR THE
SELECTMEN /EXECUTIVE COMMITTEE
MEETING 3/5/15

TOWN OF FRYE ISLAND

START	END	NEXT MEETING	NEXT TIME	NEXT MEETING LOCATION
		5/15/15	7pm	Community Center

ATTENDANCE

EXECUTIVE COMMITTEE: (Roll call-Conference Call)

The following members were present:	Town Manager: Gary Donohue
Celeste Beaulieu	Town Clerk : Marie Tedford
John Nun	Treasurer: Wayne Fournier
Ron Cedrone	Others in attendance:
Bob Sutherland	Reba Orzag
Jay Ledgard	Mark Thomas
John Schutz	Greg Tedford
	Betsy Gleysteen
	Frank Limauro, Becky Limauro

NOTE: Italics refers to draft minutes of the 3/5/15 meeting

PETITIONS FROM THE PUBLIC

Request to keep the Frye Island Webpage up to date with current news for Frye Island and not just updates on Facebook.

Another member of the public suggested forming a subcommittee to make recommendations for the Website.

In light of the approval from the Raymond Planning Board for the Park and Ride Betsy Gleysteen requested this statement be put in the minutes. "I am urging the Executive Board to hold all public meetings and the BIT/Town vote for the Raymond Parking lot during high season. If there are no plans to have a vote this upcoming season, my request also applies to all future seasons. Based on discussions with several islanders, the best time for public hearings and special town meetings is Saturday at 2pm on non-holiday weekends (this is, of course, subject to opinion and opinions do vary). To encourage the most island participation possible, these meetings would ideally be held sometime between the second Saturday in July and the 3rd Saturday in August (including those weekends). Your consideration is greatly appreciated. Thank you."

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	
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. 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.
1/8/2015	Raymond Planning Board meeting has been postponed to January. <i>Meeting will be on Wednesday, January 14, 2015. Mark Gray will attend and hopes to bring it to a vote.</i>
3/5/2015	The Raymond Planning board has issued a permit for this project to the Town of Frye Island at their February meeting. The future of this project is now back in the hands of the residents to decide at a Town Meeting. <i>Discussed the need to have an estimate of how much the project going forward would cost. This estimate would come from Mark Gray.</i>
E-911 Addresses	
ExCom	
See previous meeting minutes for information prior to 05/31/2014	
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. 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.
1/8/2015	Research has been done and a request needs to be made to approve up to \$12,000 from the Island Improvement Reserve. A motion was made by Bob Sutherland and seconded by Ron Cedrone to approve up to \$12,000 from the Island Improvement Reserve for E911 address signs. (This \$12,000 replaces the \$10,000 approval from the 10/18/14 meeting.) All in favor.
3/05/2015	Signs will be purchased and installed by the Frye Island Department of Public Works. <i>Discussed need for a Frye Island Zip Code.</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
1/8/2015	No change
3/05/2015	No change
Community Center Siding	
ExCom / John Crosby / Gary	
See previous meeting minutes for information prior to 05/17/2014	
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
1/8/2015	No change
3/05/2015	No change
Town Office	
Gary/ ExCom	
See previous meeting minutes for information prior to 05/17/2014	
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. 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. 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.
1/8/2015	<i>Project will resume when the Island reopens.</i>
3/05/2015	No change. <i>Discussed timing of when the new Town Hall might be complete. The move would most likely be after Labor Day.</i>
Apply vinyl siding to the Admin. Building	
ExCom	
See previous meeting minutes for information prior to 03/18/2014	
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.
1/8/2015	No change
3/05/2015	No change
Opening and Closing the Island.	
Gary & John	
See previous meeting minutes for information prior to 05/17/2014	
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. 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 28 th 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. Discussed the need for consistent IT support. Will get quotes from Ion Networking out of Falmouth. 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.
1/8/2015	VPN was setup. Does not work with Trio because of the internet speed. It works to access shared files on the server. Gary Donohue suggested using "Team Viewer" instead of a VPN in the future for the Treasurer, Town Manager and Town Clerk. The cost is \$700 each for a lifetime fee.
3/5/2015	No change. Considering looking into the cost of a cable line again with Time Warner. <i>Discussed a Fairpoint upgrade on the island.</i>
Recreation - Long Term Plan	
ExCom	
See previous meeting minutes for information prior to 10/19/2013	

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. 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 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.
1/8/2015	Emailed Nancy Donio requesting an update from the Recreation Commission. Nancy Donio provided a written summary report for the year 2014 of the Recreation Commission activity which was very well received by the Committee. She also submitted the most recent draft of the Recreation Long Term Plan. A request was made by the Committee to update and prioritize the Long Term Plan items and provide a schedule of anticipated costs associated with the items. In addition a calendar to start the season was requested so that additional activities could be scheduled and not be in conflict with other scheduled events. A Fitness Center proposal was presented and the committee made a request for the budgeted revenue and expense detail. Also they requested clarification of the insurance needs and costs.
3/5/2015	Fitness Center questions from the BOS/EXComm were presented to Recreation Committee regarding the proposal submitted. Insurance coverage for the Fitness Center was researched. The Community Center is owned by Frye Island Inc. Discussion regarding the possibility of the space being leased to operate the Fitness Center is necessary. BOS/EXComm will discuss the town requirements and restrictions. Discuss Fitness Center and who would remodel space, the costs associated with the remodel and which space will be included. Schedule of recreation events scheduled for the 2015 season will be submitted to include in the Winter Newsletter. <i>Schedule of events was included in the Winter Newsletter. No discussion.</i>
MuniciPAY	
Gary/ Executive Committee	
See previous meeting minutes for information prior to 05/17/2014	
08/15/2014	On hold due to orientation of new office staff. Spoke to MuniciPay 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
1/8/2015	No change
3/05/2015	No change
Raymond Rescue Unit	
ExCom	
See previous meeting minutes for information prior to 05/17/2014	

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. 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. 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.
1/8/2015	Emailed Rod Beaulieu regarding an update on this item. Rod was told by the Town of Raymond that the Inverter that was originally in the ambulance when the purchase agreement was made was not working so even though they took it out, it was not functional. A purchase of this item is necessary. A discussion took place centered on the use of Public Safety Reserves for Police, EMS and Fire Departments. The general consensus was that there should be just one reserve to use for all three departments. A motion was made by John Nun and seconded by Bob Sutherland to take up to \$1500 from the Public Safety Reserve to set up the ambulance with a power Inverter. All in favor.
3/05/2015	Final 2014 budget had some remaining funds available. A vote is needed to reverse the Public Safety Reserve entry of \$1500 since the cost of the Inverter was absorbed in operations and the reserve dollars were not necessary. <i>Motion by Jay Ledgard to reverse the Reserve entry of \$1500 and 2nd by Bob Sutherland. All in favor.</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	Complete. Will be removed. 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. 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. Dave Bond will be contacted to review ferry scheduling as Chair of the Long Term Transportation Committee.
1/8/2015	Emailed Dave Bond regarding this item. Discussed extending some of the off season hours for the ferry on Monday and Wednesday night until 9 pm and a 6am ferry on Monday morning. The Committee supports the idea and thought that this should at least be done from Memorial Day until Columbus Day. This will be brought for discussion to those responsible for scheduling the ferry. In addition there was an idea to offer a discount for homeowners to get some deliveries such as gravel at a discounted rate during the very low season days when the ferry is available.

3/05/2015	2015 ferry schedule to be presented for approval with extended hours until 9PM for off season on Monday and Wednesday and a 6AM Monday morning ferry. <i>Motion by Bob Sutherland to accept Ferry Schedule as printed, 2nd by Ron Cedrone. All in favor. Approved.</i>
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.
1/8/2015	No change.
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
1/8/2015	No change. Discussed the number of hours that would be needed for this and the cost. Marie Tedford thought a full day of training at Frye Island would be the most efficient use of Trio personnel which would allow all of the office employees to participate and benefit from the training. Also discussed possible use of a payroll service even if there would not be an interface with Trio.
3/5/2015	Received quote from Trio for the Inland Fisheries and Wildlife Interface and a Payport interface. Requesting a full day of training for various Trio modules which would be 8 hours of training. (Quote to be provided) Requesting Inland Fisheries interface at a cost of \$250 plus \$150 per year of support. <i>Discussed that the Moses/Trio interface can be implemented without Board approval.</i>
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. Standish is reporting that Frye Island

	<p>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.</p> <p>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.</p>
1/8/2015	<p>Conference call 12/8/2014 with attorney. The Cloture(bill submission) deadline is January 2nd and Gary Donohue and Dan Walker from Preti Flaherty will meet with State Senator Bill Diamond as soon as possible to discuss sponsoring a bill. A bill has been submitted to the Legislature, LR619. "An Act To Provide Fairness To The Member Municipalities Of Certain School Administrative Districts". The Town of Newry joined with Frye Island looking for the same type of school tax relief. Gary Donohue will meet with Sue Austin and Mike McClellan who are the State Representatives sponsoring the bill. State Senator Bill Diamond backed out of sponsoring the bill. Dan Walker from Preti Flaherty is the attorney serving as a lobbyist on the Towns behalf.</p>
3/05/2015	<p>Meetings in Augusta will take place in early March. <i>Betsy Gleysteen reported some information from the School Board meetings she has attended. Discussed the status of the bill going to the legislature and that there would be multiple meetings in April and May.</i></p>
Golf Course	
09/20/14	
09/27/14	<p>-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.</p>
10/18/14	<p>Will wait for recommendations from the newly elected Golf Course Committee after their winter meeting. 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.</p>
1/8/2015	<p>Emailed Mark Thomas for any updates on this item. <i>There will be a Winter Golf Committee meeting at the end of January and a report of the discussion will be made at the March ExComm meeting.</i></p>
3/05/2015	<p>Golf Committee Winter Meeting discussions will be presented. <i>See below.</i></p>
Fundraising	
09/20/14	
09/27/14	<p>-Approval process for use of funds raised in fundraising activities No discussion.</p>
10/18/2014	<p>No change. Discussed need for Fundraising for special events.</p>
1/8/2015	<p>No change.</p>
3/05/2015	<p>No change</p>
Land Use Committee	
10/18/2014	<p>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. 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.</p>
1/8/2015	<p>Emailed Mark Thomas regarding this new agenda item. Ed Charette and Mark Thomas have requested that this Committee meet when the island opens and Jacqui Ossi has declined membership on the Committee because of her association with Frye Island Inc. She feels there is a possible conflict of interest. An additional member is needed for this committee. Discussed the need for guidelines for the sale of lots that are now owned by the Town of Frye Island. The past procedures for the sale of lots by Frye Island Inc. were discussed and the formula that was</p>

	used for how to calculate the sales price. Discussion of whether to use assessed value in the formula or a professional appraisal. There was also discussion whether the potential sale of a lot would be posted and if there would be a bidding process. A policy/procedure will be created when the Land Use Committee researches all of this further.
3/05/2015	Committee will meet when the island opens. Nancy Donio has offered to serve on the Committee. <i>No discussion.</i>
Long Term Transportation Reserve	
10/18/2014	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. Member commented that they want to see proof that this money is going into the reserve for the correct number of septic systems.
1/8/2015	Emailed Wayne Fournier, Treasurer regarding this item. <i>The Committee discussed the need to fund this reserve on the actual number of septic systems on the island. There was agreement that going forward the reserve transfer would be made based on the prior year's number of septic systems in place and each year the amount would change based on the growth on the island.</i>
3/5/015	Complete. This item will be removed.
Ferry Trailer	
10/18/2014	Discussed looking into a new trailer for the ferry landing.
1/8/2015	Discuss whether to pursue this further. Emailed John Crosby regarding this item. A plan for a modular ferry building was presented. This would include a section for ferry operations, the winter office as well as an ADA bathroom. Approval would be needed at a Town Meeting to go forward with this. It was decided to put this on hold until April for further review.
3/05/2015	Will be discussed when the island opens for the season. <i>The new trailer would have an ADA bathroom and would be set up to have the Winter Office.</i>
Employee Policy Manual	
1/8/2015	Policy manual last updated in 2010. Committee decided to review the manual for compliance. Requested each member to send their comments to be compiled by Celeste Beaulieu and that these changes be tracked. Discussion was to make changes to the manual if the policy could not be followed. Requested that all Emails go to all members of the Committee and the Town Manager even if the Committee member was not participating in the group that will be revising the Employee Policy Manual. Also had a discussion of a new Police/EMS Job Description and discussed job descriptions in general and that all of them should be current and adjusted as necessary if the position required a change in description. Discussed Maine Law regarding compensating time.
3/5/2015	<i>Discussed that Celeste Beaulieu would compile comments for the Employee Policy Manual for the next meeting.</i>
NEW BUSINESS	
Discuss erosion on beaches. <i>Discussed swim ropes and whether we were within our rights to post "No Trespassing" signs.</i>	
Winter Newsletter-any requests for items to be included, review of reports submitted. <i>Discussed if there were any changes needed to the draft Winter Newsletter. One change made to Select Board report.</i>	
Foreclosures List March 2015- <i>Discussed the Foreclosure procedure and the policy. The policy is required to be stricter than the state if changed.</i>	
OTHER NEW BUSINESS	
REPORTS / APPROVALS	
Meeting Minutes Approval: <i>Approved 1-8-15 Minutes.</i>	

Treasurers Report: *Recommendations made by Treasurer to close or carryforward project accounts. Motion was made by John Schutz and 2nd by Ron Cedrone to accept recommendations. All in favor.*

Golf Report: *Winter meeting report was presented by the Golf Committee Chair. Motion was made by Bob Sutherland and 2nd by Celeste Beaulieu to approve 2015 Golf Committee recommendations.*

Marina Report:

EXECUTIVE SESSION

ADJOURN : 9:10 PM