



MEETING MINUTES FOR THE
SELECTMEN /EXECUTIVE COMMITTEE
MEETING 5/15/15

TOWN OF FRYE ISLAND

START	END	NEXT MEETING	NEXT TIME	NEXT MEETING LOCATION
				Community Center
		Conference Call	1-866 576 7975	Access Code 777678

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: Systems Architecture
Harry Jay Ledgard	Dave Bond
Tim McCarthy	Rod Beaulieu
John Schutz	John Crosby
Bob Sutherland (by phone)	Alicia Vesprini

PETITIONS FROM THE PUBLIC

Systems Architecture made a presentation to the Board for a proposed contract with the Town of Frye Island.

A member of the public questioned the Board regarding their understanding of what they approved for the golf course rates for the 2015 season. The Board was asked to table golf course discussions until the next meeting when the Chair of the Committee would be available.

A member of the public wrote in with concerns about the Town's liability regarding the proposed Fitness Center. The Town has checked prior to this meeting and our insurance company has verified that the Town is completely covered by the Fitness Center policy and our own liability coverage.

OLD BUSINESS

Business Item	Responsibility
Conceptual Plan for Willis Property – Transportation Committee	Gary/Transportation Committee
See previous meeting minutes for information prior to 1/8/15	
1/8/2015	Raymond Planning Board meeting has been postponed to January. Meeting will be on Wednesday, January 14, 2015. Mark Gray will attend and hopes to bring it to a vote.
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. Discussed the need to have an estimate of how much the project going forward would cost. This estimate would come from Mark Gray.

5/15/15	Permit from Raymond approved 4-8-15 with a 2 year expiration. Discussed getting an estimate from Mark Gray to determine the cost of the Park and Ride so this could be presented at the next Town Meeting. Tim McCarthy made a motion and John Nun 2 nd it for Gary to contact Mark Gray to do an office estimate to do the Cape Road work, parking lot work and electrical work and appropriate up to \$2000 for this. 6 in favor, 1 abstained.
E-911 Addresses	
ExCom	
See previous meeting minutes for information prior to 1/8/15	
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. Discussed need for a Frye Island Zip Code.
5/15/15	Signs are currently being installed by DPW. For public utilities residents should continue at this point in time to use their Lot numbers. For mail the Lot number should continue to be used also. Some of the addresses need to be corrected after DPW installed signs and found some issues. They will need to be fixed in the State database by Erica Sterry in Augusta.
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
5/15/15	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
5/15/15	No change
Town Office	
Gary/ ExCom	
See previous meeting minutes for information prior to 01/8/15	
1/8/2015	Project will resume when the Island reopens.

3/05/2015	No change. Discussed timing of when the new Town Hall might be complete. The move would most likely be after Labor Day.
5/15/15	Progress in pre-season with volunteers, siding is almost complete. The wiring is in, insulation complete and the sheetrock will be up soon.
Apply vinyl siding to the Admin. Building	
ExCom	
See previous meeting minutes for information prior to 10/18/2014	
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
5/15/15	No change
Opening and Closing the Island.	
Gary & John	
See previous meeting minutes for information prior to 1/8/15	
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. Discussed a Fairpoint upgrade on the island.
5/15/15	IT issues opening the island. Working on contract with new IT firm to handle both office and ferry IT. See Systems Architecture discussion.
Recreation - Long Term Plan	
ExCom	
See previous meeting minutes for information prior to 1/8/2015	
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. Schedule of events was included in the Winter Newsletter. No discussion.
5/15/15	Anna Donio is the new Recreation Director. No discussion.
MuniciPAY	
Gary/ Executive Committee	
See previous meeting minutes for information prior to 08/15/2014	

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
1/8/2015	No change
3/05/2015	No change
5/15/15	Recommend to remove MuniPay and will reintroduce with Payport when ready. This item will be closed.
	ExCom
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.
3/5/15	No change
5/15/15	No change. This will be closed.
Trio Interface /Training	
	See previous meeting minutes for information prior to 1/8/2015
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. Discussed that the Moses/Trio interface can be implemented without Board approval.
5/15/15	Discussed whether Trio will work in the Cloud if we were to go this route instead of a server on location. Currently doing in house cross training and then Trio will be called in.
SAD 6	
	See previous meeting minutes for information prior to 1/8/2015
1/8/2015	Conference call 12/8/2014 with attorney. The Cloture(bill submission) deadline is January 2 nd 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.
3/05/2015	Meetings in Augusta will take place in early March. 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.

5/15/2015	Public Hearing was held on 4/15/15 in Augusta with the Education and Cultural Affairs Committee and a Workshop on 4/28/15 with the Committee. On 4/28/15 the Bill was tabled and presently waiting for the next workshop. Education and Cultural Affairs Committee voted unanimously for a resolve so Frye Island and SAD6 would need to negotiate with a mediation team. There will still be a meeting with the Governor regarding this.
Golf Course	
	See previous meeting minutes for information prior to 1/8/2015
1/8/2015	Emailed Mark Thomas for any updates on this item. 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.
3/05/2015	Golf Committee Winter Meeting discussions will be presented. See below.
5/15/15	DPW would like to take control of building maintenance of the Clubhouse. This discussion was asked to be tabled until the next BOSExComm meeting when the Golf Chair could be present.
Fundraising	
09/27/14	-Approval process for use of funds raised in fundraising activities No discussion.
10/18/2014	No change. Discussed need for Fundraising for special events.
1/8/2015	No change.
3/05/2015	No change
5/15/15	No change.
Land Use Committee	
10/18/2014	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.
1/8/2015	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 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. No discussion.
5/15/15	An initial meeting will be scheduled to combine Planning Board and Land Use Committee members.
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. The new trailer would have an ADA bathroom and would be set up to have the Winter Office.
5/15/15	No change.
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	Discussed that Celeste Beaulieu would compile comments for the Employee Policy Manual for the next meeting.
5/15/15	There will be a workshop of Committee members to work on the Employee Policy Manual on July 6 th , 2015.
Foreclosures	
5/15/15	Foreclosures List March 2015
NEW BUSINESS	
Discuss erosion on beaches. Nancy Donio, Beach Committee Chair was not present at the meeting so the erosion on beaches was not discussed.	
Systems Architecture presentation will be at the beginning of the meeting. Plan was presented and Committee members took the packet to review after the meeting.	
Discuss Reserve Fund transfer to cover new Server cost and additional IT expenses. New server will be paid out of the budget but additional IT expenses will need to be discussed for possible transfers from a reserve at a later time.	
Pre/Post Season Ferry use. No discussion.	
DPW Equipment Purchase- Tub Grinder Reserve Fund transfer of \$26000. Tim made a motion to approve up to \$26000 from Equipment Reserve for DPW. 2 nd John Nun. All in favor.	
Reserve Transfer- Marina \$970 for Milfoil. Tim made a motion, Harry 2 nd , to transfer \$970 to pay Lakes Environmental Association for Frye Island's membership.	
OTHER NEW BUSINESS	
Frye's Leap General Store Freezer- Needed replacement due to building vapor barrier issues. Harry made a motion, Celeste 2 nd , to approve up to \$2250 from the Island Improvement Reserve to pay for repair to store freezer. All in favor.	
John Schutz made a motion, 2 nd Celeste, to take \$550 from Public Safety Reserve to pay Burpee Sign for Humvee lettering. All in favor.	
REPORTS / APPROVALS	
Meeting Minutes Approval: Motion by John Nun to approve minutes for 3-5-15 and 2 nd by Harry Ledgard	

Treasurers Report: Wayne presented the Treasurers report.

Golf Report:

Marina Report:

EXECUTIVE SESSION

ADJOURN : Motion to adjourn by Jay, 2nd, Celeste at 10:10pm.