



Meeting Notes of July 14, 2010

Kennebunk Town Hall

Trustee Attendance:

Kittery	-
Elliot	-
S. Berwick	Anita Rosencrantz
N. Berwick	-
Wells	-
Kennebunk	Mike Claus
Arundel	-
Biddeford	Dan Letellier
Saco	Bob Hamblen, Saco, President
Old Orchard Beach	Jessica Wagner, Vice President
Scarborough	-
South Portland	-
ETA 1	John Andrews
ETA 2	-
ETA 3	-

Executive Director

Carole Brush

Prior to starting the meeting, delayed more that 30 minutes for lack of quorum, those present brainstormed ideas for marking the ET and Bike Route 1. A few of the comments captured during that unofficial dialog include:

- Ms. Rosencrantz: Unless there are ET signs in South Berwick, the town is likely to stop paying ETMD dues.
- Mr. Andrews: Having 2 ET's will forever cause confusion. ETA opposes two parallel ET's.
- Mr.Claus: as long as the on-road ET is marked it solves the problem of saving the on-road ET.
- Ms. Rosencrantz suggested that involved towns should consider the sign policy for their towns. President Hamblen offered to call appropriate meetings
- Ms. Rosencrantz: could live with current ET signs with BR1 added on same sign post.
- Vice President Wagner: Old Orchard and Scarborough want ET signs on the original interim on-road ET.

1. At 9:10 a.m. President Hamblen called the meeting to order.
2. Ms. Rosencrantz moved acceptance of June minutes. Mr. Claus 2nd. Unanimously approved.
3. Mr. Andrews moved, Mr. Claus 2nd; that ETMD donate \$272 to support a South Portland Land Trust request for engineering funds to support fundraising to close the South Portland-Scarborough gap. An accepted friendly amendment made the donation contingent upon other sources providing their requested donations totaling \$6,000. Unanimously approved.
4. Ms. Rosencrantz reported that the ET detour in Kittery “a mess”. She reported that the detour has not yet been signed. Ms. Rosencrantz also reported that South Berwick’s Great Hill Road detour will need at least two more ET signs. Need at least two more signs for detour. She asked why MaineDOT was not automatically taking care of detours when its highway projects close the ET?
5. Ms. Rosencrantz reported she had heard that a bridge has been closed for repair in northern Eliot. (When she later provided more information by e-mail, we were told it is a Rte 103 bridge that is used for the interim on-road ET.)
6. Executive Director Brush reviewed her monthly project summaries. Although there are several details needing attention. Ms. Brush reported both the KAB and OOB-Saco projects are moving forward. She reported that two kiosks are included in the B.I.G contract and that these must by federal funding guidelines be located on the main trail.
 - Ms. Brush noted that DeLuca Hoffman schedule slips have contributed to about a two month delay in the OOB-Saco project. Most recently, the OOB Planning Board review was delayed for incomplete project information. The original target for going to bid for construction was by Memorial Day, but now it’s planned for August. Mr. Andrews reminded us that if Saco’s \$500,000 ET construction bond is not issue by November that the money will be lost. That money is needed as a condition of MaineDOT providing \$1,200,000.
 - Mr. Andrews reported that ETA has been holding \$10K plus some interest donated in 2000 by Kennebunk Savings Bank to ETA for local matching. When it was later realized that this donation could not be spent outside KSB’s service area, it was set aside for part of the off-road ET to be built in that service area. Low-level conversations have suggested an acceptable use would be to support building a spur trail to connect the ET with Kennebunk’s elementary school. Mr. Claus suggested Andrews contact Kennebunk’s town manager about transferring the funds to the town for the town to use building that spur trail. (Later a target meeting date was set.)
7. Mr. Claus nominate, 2nd by Ms. Rosencrantz, a slate of ETMD officers for fiscal year 2011 that begins at the end of July:

President Bob Hamblen, Saco
Vice President Tad Redway, Arundel
Treasurer Dan Letellier, Biddeford
Secretary John Andrews, ETA
8. Treasurer Andrews proposed a 2011 budget. Mr. Claus moved, Mr. Letellier 2nd it be accepted. After discussion responding to comments and clarification, with

agreement that the yearend balanced needed to be corrected as of the end of July, the motion was unanimously approved.

9. Ms. Brush reported that the ETMD website is now up to date and resembles the ETmap website. Future agendas will be post agenda on web with e-mail announcements pointing to it.

10. Ms. Rosencrantz moved that ETMD join Adventure Cyclist; 2nd by Mr. Andrews and that the expense be shared with ETA if the total cost is less than \$100. Unanimously approved.

11. Mr. Andrews moved, Mr. Claus 2nd that ETMD get a \$1000 maximum credit limit credit card to allow the executive director to avoid using her personal credit card. Unanimously approved.

12. At 10:13 Mr. Claus moved, 2nd by Mr. Letellier, that we adjourn. Unanimously approved.

President Hamblen announced that there might not be an August ETMD meeting. E-mail will clarify as the time approaches.

Respectfully submitted,

John Andrews, ETMD Secretary/Treasurer
14 July 2010



Operations Budget Fiscal Year 2011

Approved 14 July 2010

Income

Dues: Kittery, S.Berwick, Kennebunk, Arundel, Biddeford, Saco, Old Orchard Beach, Scarborough & ETA @ \$5K	\$45,000
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ETMap Sponsorship	\$0
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Anticipated FY 2010 Yearend Operating Balance	\$11,000	(April 2010 report)
KSB Money Market Account	\$7,006	
Yearend 2010 Cash on-hand		\$18,006

Anticipated ETMD 2011 Funds Available	\$63,006
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2011 Operating Expenses

2010 FY Audit & Tax Return	\$2,376	
Office rent	\$1,260	
Phone & Internet Access	\$400	
Computer Systems support	\$300	
Insurance	\$600	
ETMD & Emap Web support	\$750	
ETMD Newsletter (one issue)	\$550	
Postage	\$300	
Travel	\$300	
Supplies	\$675	
Copies	\$325	
Filing Fees	\$50	
Contingency 5% of income	\$2,250	
Trail Maintenance Fund	\$5,000	
Staff Funding	\$27,300.00	See Assumptions. Next page.
Total Expenses	\$42,436	

Projected FY 2011 Year End Cash on-hand	\$20,570
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Projected gain-loss for FY2011	\$2,564
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Draft respectfully submitted by
John Andrews, 2010 ETMD Treasurer
14-July-2010

Assumptions

Kittery, S. Berwick, Kennebunk, Arundel, Biddeford, Saco, Old Orchard, Scarborough and ETA pay \$5K each.

Typical items will increase by 5% over 2010 costs.

ETMD and ETA will share equally office operating costs such as PC mainenance, phone and internet access.

Rent is fixed at 2010 level by lease.

Staff cost = 2010 value	\$27,300.00	(plus adjustment? For 2011 FY)	TBD by Board?
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Assumed sponsorship income is to be zero based upon first few months operation.

A contingency fund of 5% of income is set aside for surprises. That is, \$2,250.