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 www.easterntailmanagement.org

**Board of Directors Meeting Notes
 Wednesday, April 12, 2006
 Kennebunk Town Hall**

Attendees:

John Andrews, ETA; Dan Blanchette, Eliot; Bob Hamblen, Saco; Terrence Parker, South Berwick; Brandon Gillard, ETA; Harry Tomah, Wells; Joseph Kline, OOB; Bob LaNigra, ETA; Steve Workman, exec. director

Notice given - unable to attend: Bruce Gullifer, Scarborough; Tom Daley, ETA; Mike Claus, Kennebunk

7 voting members needed for a quorum

I. Welcome & Introductions

- Bob Hamblen called the meeting to order at 8:40am

Minutes taken and prepared by: Steve Workman

Board Approved: _____

II. Presidents Report

- Bob Hamblen welcomed everyone and said that he was looking forward to his term as president and working on key issues to move the trail forward.

III. Meeting Minutes

- Harry Tomah and John Andrews moved the May and June meeting minutes be tabled in order that they may be completed.

All approved (6)

IV. Agenda Items

A. Contract Renewal with Workman Management Consulting

- Bob Hamblen told the Board that he had worked with Steve to develop a one year contract instead of the two year contract discussed at the June meeting. Bob explained that the hourly rates now reflected the rates that had been proposed for year two of the original contract. Steve explained that he originally offered a rate increase spread over two years in exchange for the security of a two year contract and that he was not able to extend the same offer for the one year contract. Bob told the Board that he was comfortable accepting the contract as proposed, but in light of last month's discussion wanted to bring it back to the board for a final discussion before executing the contract.

- Several members of the Board clarified that the desire to enter into a one year contract instead of two was to allow the ETMD to go out to bid for the executive director position next year. It was not a reflection on Steve's job performance, but a desire to make sure that the ETMD was receiving the highest possible service for its dollars.
- Joe Kline and Harry Tomah moved that the Board authorize the president to execute the contract with Workman Management Consulting for July 1, 2006 – June 30, 2007 as presented.

All approved (6)

B. Finances

1. The Finance Report for May 2006 was accepted by consensus. [[See Attachment IV.B.1 for the May Report](#)]
2. The Finance Report for June 2006 was tabled.
3. The list below is the status of ETMD membership for FY 06-07. Steve Workman reported that invoices dated July 1, 2006 were sent out on June 29; please follow-up to make sure that it is not lost or discarded by your accounting department.

Confirmed Yes: Kittery, Wells, Saco, OOB, Scarborough, ETA, Kennebunk

Confirmed No: South Portland, Eliot, North Berwick

Unknown: Arundel, Biddeford

- **South Berwick** should not be a problem. Terrence Parker reported that he is again organizing the race fundraiser which pays a significant portion of the South Berwick membership fee.
- **Arundel** – With the departure of Dan Fleishman there has been no communication with the town. Steve will contact town manager John Frasier (ETMD Alternate) to see what the status of the membership fee is and who Arundel will be appointing to take Dan's place.
- **Eliot** – Dan Blanchette reported that he was the only one that spoke in favor of the ET/ETMD at the annual town meeting. He was concerned that supporters were not taking an active role in promoting and supporting the ET in Eliot. Steve Workman reported that the ET article was the only article that was not recommended by the budget committee and that the budget committee refused at least three different requests to meet with them during the budget process. In addition, a resident that consistently speaks out against the ET informed voters that Steve had lied to the town years ago when he said that the ET would not cost the towns anything. Dan Blanchette immediately refuted this and explained the consistent message that was delivered to each town about cost.
- The Board discussed ways to do things differently in Eliot and its neighboring towns in order to regain funding and support. Most importantly was a need to increase voter support. Terrence Parker stressed that in order for that to really happen there has to be some concrete activity going on in the southern end of the trail. Harry Tomah agreed that Wells, while still supportive, was also struggling because most visible activity has been concentrated in the north.
- Steve Workman explained that he has stopped trying to sell a trail and instead is selling a transportation system. He believes that making this shift will help people to view the trail as a transportation resource not a "nicety" as some opponents call it. He also has been working extensively with statewide, MDOT planning initiatives so that the ET would be a formalized part of the transportation plans which direct funding and public policy.
- Strengthening communication between the towns and the ETMD was discussed as an important way to educate elected officials and the public about what is being done on the project. Steve explained that he was drafting the

annual report for fiscal year 05/06 and that this would become a powerful tool to showcase successes, define work plans and highlight challenges. It was decided to add a fundraiser component to the report in order to show when funds have been raised independently of the municipalities and to outline areas where funds were needed. Steve told the board that he was planning to hold a workshop with ET town managers in the fall in order to discuss funding problems and engage them in creating a solution.

- There was discussion about increasing local fundraising efforts such as the race Terrence Parker runs to raise money toward South Berwick's dues. It was suggested that the ETMD and ETA may need to take a more active role in organizing and executing fundraisers to help maintain local support. Terrence said that the Board may want to consider using Steve Workman's event management background to develop some of these events. Bob LaNigra suggested approaching the Eliot Festival Day 5k Road Race to see if they would donate funds toward Eliot dues. Steve has worked with Randy Bartlett, race coordinator, and will meet with him to discuss the possibilities. Stephen Huntress has a street sprint event that might work. Brandon Gillard said that he was interested in working to develop some of these fundraising initiatives.

4. **Budget 06/07** – Steve Workman presented a revised budget that reflects the loss of 15,000 in membership fees. This loss plus an math error during the last meeting has created a deficit of \$5,200. Steve suggested that because there was flexibility in spending on line items the reduction should come from the consultant line item in order to zero out the deficit. Consensus was to make the reduction in the consultant line item.

- Harry Tomah and John Andrews moved that the Board approve the revised operating budget as recommended.

All Approved (7)

- **Meeting Minutes** – Bob Hamblen said that perhaps there are some tasks currently done by Steve that could be done by board members so that his skills were able to be better utilized. He thought that the minutes seemed to be one of those tasks. Steve Workman agreed that completing the minutes had become very difficult and that he had not been following the policy on the distribution of minutes. He offered two alternatives for Board consideration. One was to pay his assistant (a reduced cost from his hourly rate) to attend the meetings, take notes and then type the minutes. Two was the use of a digital recorder that his assistant could then listen to at the office and type minutes from it. In any case Steve said that he feels it is important to preserve the level of detail in the minutes and for him to review the final draft before it goes to the Board for adoption/amendment. The Board directed Steve to try the digital recorder and use his assistant to type the minutes. Dan Blanchette said that he would be willing to prepare notes that can be given to Steve's assistant for typing and revision if that proved easier.

C. Grant Applications

1. **Transportation Enhancement Application 08/09** - The ETMD application was submitted with three projects: The Turnpike Crossing Project, The Saco River Crossing Project and Trail surface upgrade and erosion protection in Scarborough. Steve distributed copies of the application.

2. **Safe Routes to Schools Application 2006**

- MDOT has released the application for the Safe Routes to School funding; it is due by August 11. Safe Routes to School is a federal, state, and local effort to enable and encourage children, including those with disabilities, to walk and bicycle to school; and to make walking and bicycling to school safe and more appealing. A major goal of the program is to increase bicycle, pedestrian, and traffic safety. The over-all goal of the Safe Routes Program is to combine infrastructure improvements along with education and encouragement activities.

- Eligible activities are the planning, design, and construction of projects that will substantially improve the ability of students to walk and bicycle to school. These include sidewalk improvements, traffic calming and speed reduction

improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bike parking, and traffic diversion improvements in the vicinity of schools (within approximately 2 miles). Such projects may be carried out on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools. **Projects will be selected that will substantially improve the ability of students to walk and bicycle within 2 miles of an elementary or middle school.**

- The application requires significant school/youth based information. The following towns have a K-8 school within two miles of the ET: Eliot, South Berwick, Kennebunk, Saco, OOB and Biddeford.
- After discussion about proximity to the Eastern Trail and any municipal intentions to apply for funds the following possible projects were identified:
 - Saco public works submitting two projects for funding which are not directly connected to the ET
 - Joe Kline was going to ask about OOB schools and see if there was any ability to pursue a project
 - Brandon Gillard was going to check with Kennebunk to see if it was planning on submitting any projects
 - Steve Workman and Terrence were going to see if there was town and school buy-in on applying for funds to construct a tunnel under Route 236 in South Berwick.

D. Construction Projects

1. South Portland Connector Project

- Steve Workman passed out a final draft of the study dated July 11, 2006. Steve gave a general overview of the documents contained in the draft and explained that the final report would not laid out the way the draft is. The Board briefly reviewed the contents of the report and expressed some concern that pieces of it were hard to follow or comprehend. The Board decided that it would like more time to read and offer revisions. Directors were asked to review and send any comments to Steve by Wednesday, July 19. Steve would then compile the comments and offer revisions to Wilbur Smith for incorporation.

Next Meeting: August 9, 2006

V. Adjourn – 10:30am



Kennebunk Savings Bank
MEMBER FDIC

104 Main Street, P.O. Box 28
Kennebunk, ME 04043-0028
207-985-4903 or 1-800-339-6573

Attachment IV.B.1

*187633572*****3-DIGIT*SCH*038

EASTERN TRAIL MANAGEMENT DIST
PO BOX 840
KITTELY ME 03904-0840
|||||

30
0 BUSINESS ADVANTAGE
2

ACCOUNT: 66452956

04/29/06 THRU 05/31/06

****House Hunting this Spring?***Ready to buy your first house or build your dream home? No matter what your financing needs, your Kennebunk Savings Bank mortgage specialists can create a mortgage tailored to your needs. Call 800-339-6573 today!

===== **BUSINESS ADVANTAGE ACCOUNT 66452956** =====

LAST STATEMENT 04/28/06 4,184.62
1 CREDITS 5,000.00
4 DEBITS 5,293.17
THIS STATEMENT 05/31/06 3,891.45

*Agrees w/ a.b
sent 7/10/06*

----- OTHER CREDITS -----
DESCRIPTION DATE AMOUNT
661630 Kenn-e-banking Transfer from BUSINESS PREMIUM MM 05/18 5,000.00
✓ 24144856 ON 5/18

----- CHECKS -----
CHECK #..DATE.....AMOUNT CHECK #..DATE.....AMOUNT CHECK #..DATE.....AMOUNT
✓ 1203*05/03 148.99 ✓ 1205 05/17 4,925.00

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

----- OTHER DEBITS -----
DESCRIPTION DATE AMOUNT
✓ GO DADDY WEB ORDER 1143639230 05/09 194.18
✓ NSF PAID ITEM(S) CHARGE 05/18 25.00

----- DAILY BALANCE -----
DATE.....BALANCE DATE.....BALANCE DATE.....BALANCE
05/03 4,035.63 05/17 1,083.55-
05/09 3,841.45 05/18 3,891.45

11:36 PM

07/11/06

Eastern Trail Management District
Reconciliation Detail
Checking Account, Period Ending 05/31/2006

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,184.62
Cleared Transactions						
Checks and Payments - 4 items						
Check	4/26/2006	1203	Portland Press Herald	X	-148.99	-148.99
Check	5/9/2006	1204	Go Daddy	X	-194.18	-343.17
Check	5/16/2006	1205	Workman Consulting	X	-4,925.00	-5,268.17
Check	5/18/2006			X	-25.00	-5,293.17
Total Checks and Payments					-5,293.17	-5,293.17
Deposits and Credits - 1 item						
Transfer	5/18/2006			X	5,000.00	5,000.00
Total Deposits and Credits					5,000.00	5,000.00
Total Cleared Transactions					-293.17	-293.17
Cleared Balance					-293.17	3,891.45
Register Balance as of 05/31/2006					-293.17	3,891.45
Ending Balance					<u>-293.17</u>	<u>3,891.45</u>

*Agrees with statement
LMT 7/11/06*