

**BOARD OF TRUSTEE MEETING
SATURDAY FEBRUARY 20, 2021 AT
8:30 A.M. CLUBHOUSE 2**

PRESENT: President Dave Sanfason, Vice-President Mike Fitzpatrick, Trustee George Fowler, Trustee Alan Martel, Trustee Phil Oreto, Trustee Mary Singelais, Trustee Beverly Hudson, Trustee Mark Berry, Trustee Megan Exley and Amy Harris, Director of Finance and Administration

CALL TO ORDER: The meeting was called to order at 8:35 am.

APPROVAL OF MINUTES

MOTION: Trustee Oreto moved to accept the January 16, 2021 Board of Trustee Meeting Minutes as presented. Seconded by Trustee Singelais. **The motion passed unanimously.**

APPROVAL OF EMAIL VOTES

MOTION: Trustee Martel moved to approve the email votes to take back lot 1842. Seconded by Trustee Singelais. **The motion passed unanimously.**

TREASURER'S REPORT

Trustee Fowler reported that as of the end of January, the Overall Budget was 73.65% spent, the Operating was 73.45% spent and we are 75% through the Fiscal Year. The Operating Account showed a balance of \$42,700 the CD Money Market Account had a balance of \$1,020,299 and Petty Cash showed a balance of \$300 for a total of \$1,063,300.

MOTION: Trustee Martel moved to accept the Treasurer's Report for January 2021. Seconded by Trustee Hudson. **The motion passed unanimously with Trustee Fowler abstaining.**

DIRECTOR OF FINANCE AND ADMINISTRATION

Amy Harris reported:

- **Water Shut Off Notices:** We sent out 49 notices for January and shut off one. In February we sent out 71 notices.
- **Collection Agency:** We collected \$9,000 on a property that was with the collection agency. We will have to send a payment to the collection agency for their fee.
- **WSO Tampering:** We have turned off two properties that we discovered the owners have tampered with the services to get the water back on. Tampering charges have been assessed.
- **Lot 0839:** We did a settlement agreement to write off late fees and interest.

MOTION: Trustee Martel moved to write of \$786.05 on Lot 0839. Seconded by Trustee Fowler. **The motion passed unanimously.**

- **Postal Service:** She reached out to the regional director for New England and got a call back within two hours. Had a nice conversation and resolved the cluster box situation; keying situation has not been resolved.
- **Member Request for Streetlight:** A Highpoint Circle member would like a streetlight at the end of Highpoint as they feel it is dangerous. Board advises currently we only have streetlights at the postal centers.

PUBLIC WORKS MANAGER REPORT

Dave Sanfason reported:

- **Hydrant Damage:** The vandalism resulted in some damage; all but one has been repaired.
- **Equipment Repair Update:** Crew continues to work on equipment.
- **Using lots of sand:** We have had to sand the roads frequently this month.
- **PW2:** Cleaning and testing had been scheduled so we went ahead and did that.

- **Tree Trimming:** We continue to trim branches between storms.
- **Water Production:** Production for January was 16 million gallons.

OLD BUSINESS

FY22 Budget

Trustee Fowler presented the Budget as prepared to date. Trustees Fitzpatrick and Berry felt that we should be increasing the dues this year to avoid the possibility of a larger increase next year and that we should not be considering real estate sales as revenue in the FY 22 Budget.

MOTION: Trustee Fowler moved to approve the FY 22 Budget as presented; dues will be in the amount of \$1,060.00 for a house, \$740.00 for an undeveloped lot and \$162.00 for an extra lot and to set the interest rate at 15%. Seconded by Trustee Martel. **The motion passed (7 - 2 Trustee Fitzpatrick and Trustee Berry opposed).**

COMMITTEE REPORTS

Recreation Committee

Trustee Singelais reported that a Member wants to do a yoga class. Working out the details.

Real Estate Committee

Trustee Exley reported that there is a lot on Allview Terrace that has a restriction on the deed about building on one of the two combined lots. The committee has reviewed and said if the board needs any further guidance, they should engage the community's legal counsel.

MOTION: Trustee Martel moved to adjourn. Seconded by Trustee Fowler. **The motion passed unanimously.**

Meeting adjourned at 9:02 a.m.

Nanette Walton, Recording Secretary