

**BOARD OF TRUSTEE MEETING
SATURDAY JULY 18, 2020 AT
8:30 A.M. CLUBHOUSE 2**

PRESENT: President Dave Sanfason, Trustee Mike Fitzpatrick, Trustee George Fowler, Trustee Alan Martel, Trustee Mary Singelais, Trustee Beverly Hudson, Trustee Mark Berry and Scott Davis, Public Works Manager, Amy Harris, Director of Finance and Administration, and Security Officer Carol Carey

ABSENT: Trustee Phil Oreto

CALL TO ORDER: The meeting was called to order at 8:31 am

ADDITONS TO THE AGENDA

New Business: 1. August BOT Meeting Cancellation
2. Love Lane Issue

APPROVAL OF MINUTES

MOTION: Trustee Martel moved to accept the June 20, 2020 Board of Trustee Meeting Minutes as presented. Seconded by Trustee Fitzpatrick. **The motion passed unanimously.**

APPROVAL OF EMAIL VOTES

MOTION: Trustee Fitzpatrick moved to approve the email votes for the VFD purchase from future reserve and the FY20 cash surplus allocation. Seconded by Trustee Berry. **The motion passed unanimously.**

AUDITOR'S REPORT

Jason LeBlanc and Alyssa Hemmingway presented the draft audit report.

Engagement Letter

- Outlines policies and obligations.
- The audit is not designed to find fraud, but if something should come to their attention, they report it to the Board.

Financial Statements

- Very strong balance sheet. Cash declined due to investments being made in community.
- Write off policy has really had an impact on A/R collectables and gives a better financial picture.
- Inventory balance declined due to change in sand either due to use or purchase timing.
- Fixed assets investments made in the community this year include acquisition of three lots (which turned into greenspace), purchase of a new loader, continued work on the water crossing, and firewall improvements at the water office.
- Revenue decline is primarily due to policy change to discontinue late fees and interest on uncollectable accounts. Also, there was a slight decline due to fewer new home starts.
- Energy expenses are all down while maintenance is consistent. The net charge offs are down significantly because of the active write off policy. There was a significant increase in water system maintenance to due cleaning of wells.

Management Letter

- Clean letter and unqualified opinion.

TREASURER'S REPORT

Trustee Fowler reported that as of the end of June, the Overall Budget was 16.44% spent, the Operating was 17.03% spent and we are 16.67% through the Fiscal Year. The Operating Account showed a balance of \$30,867 the CD Money Market Account had a balance of \$1,381,553 and Petty Cash showed a balance of \$300 for a total of \$1,412,719.

MOTION: Trustee Martel moved to accept the Treasurer's Report for June 2020. Seconded by Trustee Singelais. **The motion passed unanimously with Trustee Fowler abstaining.**

DIRECTOR OF FINANCE AND ADMINISTRATION

Amy Harris reported:

- **Late Fees / Water Shut Offs:** We have not been doing any late fees or interest charges and thus no WSO Notices or WSOs. Does the Board want to continue with this policy into July?

MOTION: Trustee Fitzpatrick moved to return to normal billing procedures. Seconded by Trustee Fowler. **The motion passed unanimously.**

- **Patterson Property** – Mr. Patterson has indicated he is looking to sell his property and the intended buyer would like to put three houses up. The original easement was only for one home access across Waycross Way. He has asked if the Board would be willing to grant three homes. Trustee Sanfason said no, the original easement stands.
- **Insurance Credits** – Harvard Pilgrim and North East Delta Dental will be providing a refund on some premiums due to COVID19.
- **Deerfield Drive Property** – We have received an update from the town that the owner has gotten a permit to move the house.

SECURITY REPORT

Carol Carey reported:

- Love Lane residents are having issues with people parking at Beach 5. She has reached out to Deputy Sanborn but has not been able to find a company that will tow vehicles violating the parking signs. She would like to see the signs lower so they can be easily seen. Trustee Sanfason wants to know if the residents want the beach shut down. The crew will also look into widening Old Portland Road for parking.
- At the public boat launch there is a homeless man living in a car with a dog. He is making some of the CBI inspectors nervous. Deputy Sanborn cannot do anything; she called the dam operator as they own the land and they said they will think about what they can do if anything. Trustee Sanfason said we are going to pull our coverage off until the wardens service takes notice.

PUBLIC WORKS MANAGER REPORT

Scott Davis reported:

- **Road Wreckage:** Recent downpours have washed out nearly all our hills and roads.
- **Motor Drive Failure:** The VFD at Production Well #2 failed in June. We had an old standby we were able to use until the new one arrived a week later and has been fixed at a cost of \$12,000.
- **Water Service Swap Overs:** The crew has been working on moving the services on Leisure Lane from the old 2" main to the newer 8" main.
- **New Picnic Tables:** We asked the Town of Limerick to donate a couple new tables to the town owned, LAC maintained beach at the end of Silver Lane.
- **Equipment Repair Update:** The Chevy 10-wheeler has an engine problem and has been sent out to be diagnosed. The landscape trailer needed an axle replaced. Tyler continues to perform routine maintenance to keep the old fleet running.
- **Quotes for Striping Courts:** The pressure washing has brought the pickle ball lines back to life and that is reflected in the quote.

MOTION: Trustee Singelais moved to fix the courts with the quote from Maine Track and Tennis for \$17,240 to be funded from future reserve. Seconded by Trustee Hudson. **The motion passed unanimously.**

- **Water Production:** Production for June was 14.2 million gallons.

OLD BUSINESS

Annual Meeting

Amy needs committee reports by next week. In order to follow state guidance, we will offer a remote meeting if members do not want to attend in person and will require masks for those attending in person.

NEW BUSINESS

August BOT Meeting Cancellation

MOTION: Trustee Sanfason moved to not have a regular Board Meeting in August (due to the Annual Meeting). Seconded by Trustee Singelais. **The motion passed unanimously.**

COMMITTEE REPORTS

Road Committee

Trustee Martel reported:

- Rain runoff has washed up the ditch on the property at the corner of New Dam and Old Portland Road. The crew will put it on the schedule to repair.

Lake Improvement Committee

Trustee Fitzpatrick reported:

- There is a new invasive species in the lake, the Chinese Mystery Snail. They only become an issue when there is a well that pulls water from the lake. The snails clog the intake pipes. State officials have advised him that all the lakes in the State have them.
- They are very busy removing lots of milfoil.

Recreation Committee

Trustee Singelais reported:

- It was a beautiful day for the Boat Parade.
- Hoping to still hold the Labor Day Ice Cream Social this year with some modifications to the format.

Equipment Committee

Trustee Berry reported:

- He still needs to work with Scott on the equipment list status.

Scholarship Committee

Trustee Hudson reported:

- The scholarship recipient will be at the Annual Meeting.

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

Meeting adjourned at 10:10 a.m.

Nanette Walton, Recording Secretary