

**BOARD OF TRUSTEE MEETING  
SATURDAY JUNE 20, 2020 AT  
8:30 A.M. CLUBHOUSE 2**

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

**CALL TO ORDER:** The meeting was called to order at 8:33 am

**ADDITONS TO THE AGENDA**

New Business: 2. Recruiting  
3. Clubhouse opening  
4. LACC Payment  
5. Boat Parade  
6. Road Repair  
7. Pickle Ball

**APPROVAL OF MINUTES**

**MOTION:** Trustee Oreto moved to accept the May 16, 2020 Board of Trustee Meeting Minutes as presented. Seconded by Trustee Fitzpatrick. **The motion passed unanimously.**

**APPOVAL OF EMAIL VOTES**

**MOTION:** Trustee Fitzpatrick moved to approve the email votes for keeping clubhouses closed. Seconded by Trustee Martel. **The motion passed unanimously.**

**TREASURER'S REPORT**

Trustee Fowler reported that as of the end of May, the Overall Budget was 8.34% spent, the Operating was 8.64% spent and we are 8.33% through the Fiscal Year. The Operating Account showed a balance of \$75,540 the CD Money Market Account had a balance of \$1,381,089 and Petty Cash showed a balance of \$300 for a total of \$1,456,929.

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

**DIRECTOR OF FINANCE AND ADMINISTRATION**

Amy Harris reported:

- **Water Shut Off Notices:** We have not been doing any WSO Notices or WSOs.
- **Bank Collections:** We collected \$79 in May.
- **Year End Outstanding Dues:** The Board Package has a breakdown of all the unpaid dues at end of Fiscal Year. In the miscellaneous category we have two members to discuss. One property we need to write off where the member filed for bankruptcy. The second property would be a member that we allowed for a very liberal payment plan. We suspect it will be in foreclosure soon.

**MOTION:** Trustee Martel moved to write off \$772.66 for Lot A553. Seconded by Trustee Fowler. **The motion passed unanimously.**

- **Fence:** We sent a denial letter and have not heard back.
- **May Late Fees:** We had 270 members that did not pay May dues. The Board has indicated they do not want to charge late fees for June.
- **Clubhouse improvements:** Security cameras are installed. Flooring is on hold because materials are not available.

## SECURITY REPORT

Carol Carey reported:

- Received a call that there were kids throwing stones and swimming at the Bay Cove Boat Ramp.
- June 5<sup>th</sup> received a call about the parking on Love Lane. She is asking people to park on Old Portland Road. Next step may be to tow vehicles.
- Call from Thomas Grillo at 55 Leisure Lane regarding a boat tied up at Beach 6.
- Three cars have been broken into on New Dam Road.
- Gary Zuger has called the sheriff regarding people fishing in the lake in front of his house. The sheriff said they are not doing anything wrong.

## PUBLIC WORKS MANAGER REPORT

Scott Davis reported:

- **PW2 Flushing Hydrant:** The crew recently installed a small 2" hydrant onto the blow off on PW2. This will help with flushing in the winter.
- **Transmission Main Update:** The crew has installed a couple hundred feet of 12" water main towards the water as well as a hydrant to help with firefighting.
- **Fitness Center Expansion:** With the closure of the fitness center we had a contractor work on expanding the cardio room. We have a new rowing machine and a rowing machine.
- **Grading:** Its difficult to grade in such dry conditions.
- **Equipment Repair/Inspection:** Tyler continues to keep the fleet going.
- **Water Production:** Production for May was 12.4 million gallons; up due to dry conditions and nearly full occupancy due to the pandemic. We are going to advise members we are at level 2 water usage guidance.

## OLD BUSINESS

### Annual Meeting / Election

Trustee Hudson will be the clerk this year. Warrant will need to go out next week.

## NEW BUSINESS

### Employee Health Insurance Renewal

Trustee Oreto stated that we have received quotes for the annual insurance renewal, at a 15% increase, but still within budget.

**MOTION:** Trustee Martel moved to renew the employee health insurance plan as presented. Seconded by Trustee Hudson. **The motion passed unanimously.**

### Recruiting

Trustee Oreto stated that he has been talking with Scott on ways to address employee retention. Indeed.com has provided some applicants, but the free ad falls to the bottom after a couple days. They have a premium service for a monthly fee.

**MOTION:** Trustee Fitzpatrick moved use the premium Indeed.com service for three months funded from Emergency Contingency. Seconded by Trustee Martel. **The motion passed unanimously.**

### Clubhouse Opening

Trustee Sanfason stated that Amy and Scott have developed some guidelines for re-opening the clubhouses.

**MOTION:** Trustee Fitzpatrick moved to use the provided re-opening plan for the clubhouses. Seconded by Trustee Martel. **The motion passed unanimously.**

### LACC Contribution

**MOTION:** Trustee Fowler moved to pay LACC for the annual contribution. Seconded by Trustee Singelais. **The motion passed unanimously (5,0,4) (Trustee's Sanfason, Fitzpatrick, Oreto and Hudson abstain).**

## **Boat Parade**

Trustee Sanfason suggested holding the Boat Parade with the Trustee's judging the entries. However, there will be no activities on the beach.

## **Drawing for ballot position**

1. Megan Exley
2. Kathie Strout
3. Alan Martel
4. Mike Fitzpatrick

## **Road Repair**

Trustee Martel stated he has quotes to repair the cracks in Old Portland Road and Old Country Way. Zebra came in at \$8,530 for both and Anderson was \$11,600.

**MOTION:** Trustee Martel moved to have Zebra repair the cracks in Old Portland Road and Old Country Way for \$8,530 funded from Future Reserve. Seconded by Trustee Oreto. **The motion passed unanimously.**

## **Pickle Ball**

Scott Davis said the tennis crowd using CH1 has been asking for a while to have the pickle ball lines restriped as they have faded significantly. Zebra and Maine Tennis quotes are very close.

**MOTION:** Trustee Singelais moved to repaint the Pickle Ball lines for \$775 funded from Emergency Contingency & Courts. Seconded by Trustee Hudson. **The motion passed unanimously.**

## **COMMITTEE REPORTS**

### **Water Committee**

Trustee Sanfason reported:

- May need to do a 3<sup>rd</sup> well in the future.

### **Lake Improvement Committee**

Trustee Fitzpatrick reported:

- Season kicks off Monday, will include CBI at Bay Cove on weekends.
- New equipment will be in soon.
- Captains and Divers are ready; Captains Mark & Steve are retiring, and we want to say thank you.
- Applied for one of the Federal Loans to offset payroll expenses. Fundraisers are off the table this year.

### **Recreation Committee**

Trustee Singelais reported:

- Boat Parade will be held on July 4<sup>th</sup>

### **Scholarship Committee**

Trustee Hudson stated the scholarship winner this year is Karlee Wescott.

**MOTION:** Trustee Martel moved to award the annual scholarship to Karlee Wescott. Seconded by Trustee Fowler. **The motion passed unanimously.**

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

Meeting adjourned at 9:53 a.m.

Nanette Walton, Recording Secretary