

**BOARD OF TRUSTEE MEETING  
SATURDAY NOVEMBER 21, 2020 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 Mark Berry and Scott Davis, Public Works Manager, Amy Harris, Director of Finance and Administration

**CHANGES TO THE AGENDA**

New Business: 2 – Tree Fine  
3 – PW Succession Planning

**ABSENT:** Trustee Beverly Hudson and Trustee Megan Exley

**CALL TO ORDER:** The meeting was called to order at 8:30 am.

**APPROVAL OF MINUTES**

**MOTION:** Trustee Oreto moved to accept the October 17, 2020 Board of Trustee Meeting Minutes as presented. Seconded by Trustee Fitzpatrick. **The motion passed unanimously.**

**TREASURER'S REPORT**

Trustee Fowler reported that as of the end of October, the Overall Budget was 51.03% spent, the Operating was 50.03% spent and we are 50.00% through the Fiscal Year. The Operating Account showed a balance of \$42,499 the CD Money Market Account had a balance of \$1,150,320 and Petty Cash showed a balance of \$300 for a total of \$1,193,120.

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

**DIRECTOR OF FINANCE AND ADMINISTRATION**

Amy Harris reported:

- **Water Shut Off Notices:** We sent out 68 notices for October and shut off one that we did turn back on. In November we sent out 40 notices.
- **Bank Collections:** We collected \$1,621.40 on a foreclosed property.
- **COVID19:** A member that had used CH2 called saying they have tested positive for COVID19. We need to send the attendant out for testing.
- **Lot 0064:** We turned off a property on Leisure Lane last month. York County Sherriff called and indicated there was a medical condition at that property and asked us to turn the property back on. Board wants a letter sent to update the owner on the balance.
- **New Truck:** We need a funding source for the payments for this fiscal year.

**MOTION:** Trustee Fitzpatrick moved to fund the truck payments from the capital improvement account. Seconded by Trustee Oreto. **The motion passed unanimously.**

- **Indeed:** In follow up to the email sent around, there is only \$250 left in the employment advertising account for Indeed and the charge is approximately \$500 monthly.

**MOTION:** Trustee Fitzpatrick moved to fund \$1,500 for Indeed from the Emergency Contingency account. Seconded by Trustee Martel. **The motion passed unanimously.**

**PUBLIC WORKS MANAGER REPORT**

Scott Davis reported:

- **Transmission Main Update:** The main is 100% complete and in service.
- **OPR & OCW Pavement Repairs:** Zebra Striping completed the crack repairs.

- **Limerick Parcel Lockers:** The parcel lockers have been installed and are waiting for the Post Office to install the locks.
- **Well 3 Test Drilling:** Dirigo Engineering has determined the best location for our next well.
- **New Plow Truck:** The truck has gone back and forth to the dealer to work out some warranty issues.
- **Winter Parking Ban:** Our winter parking ban is now in effect.
- **Water Production:** Production for October was 13.9 million gallons.

## **NEW BUSINESS**

### **Budget Expenses**

Amy Harris presented the expenses for the upcoming year. It is currently almost a 5% increase over this year already. The insurances all went up and we have the new truck to budget for.

### **PW Succession Planning**

Trustee Sanfason stated that we need to start the process of planning for the future when Scott may retire. The Board will work on a draft advertisement for internal and external posting.

### **Builder Issue**

Trustee Sanfason reported that a contractor working on a property on Foxridge Court has cut 34 trees prior to getting his building permit.

**MOTION:** Trustee Sanfason moved to fine \$3,400 for the trees cut without a permit. Seconded by Trustee Fitzpatrick. **The motion passed unanimously.**

## **COMMITTEE REPORTS**

### **Road Committee**

Trustee Martel reported:

- We are going to research getting the mailbox area on New Dam Road paved.

### **Lake Improvement Committee**

Trustee Fitzpatrick reported:

- Still operating until Scott's crew cannot provide support.

### **Recreation Committee**

Trustee Singelais reported:

- We are doing a light display contest this year instead of the wreath event. We already have 7 or 8 homes signed up.

### **Real Estate Committee**

Amy Harris reported:

- Megan said that she was going to meet with Amy regarding the sale of the lots. Alan said a member has approached him and is willing to help. The Board welcomed Bob Pomerleau on the committee.

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

Meeting adjourned at 9:54 a.m.

Nanette Walton, Recording Secretary