

**BOARD OF TRUSTEE MEETING  
SATURDAY SEPTEMBER 19, 2020 AT  
8:30 A.M. CLUBHOUSE 2**

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

**ABSENT:** Trustee Mike Fitzpatrick and Trustee Megan Exley

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

**APPROVAL OF MINUTES**

**MOTION:** Trustee Singelais moved to accept the July 18, 2020 Board of Trustee Meeting Minutes as presented. Seconded by Trustee Fowler. **The motion passed unanimously.**

**APPROVAL OF EMAIL VOTES**

**MOTION:** Trustee Singelais moved to approve the email votes for the Waycross Way easement, the Clubhouse 1 pool floor, the camper on an undeveloped lot on Kennedy Drive, and the three issues with the fence on Ridgeway Circle. Seconded by Trustee Berry. **The motion passed unanimously.**

**TREASURER'S REPORT**

Trustee Fowler reported that as of the end of August, the Overall Budget was 35.99% spent, the Operating was 34.45% spent and we are 33.33% through the Fiscal Year. The Operating Account showed a balance of \$86,478 the CD Money Market Account had a balance of \$1,289,568 and Petty Cash showed a balance of \$300 for a total of \$1,376,346.

**MOTION:** Trustee Oredo moved to accept the Treasurer's Report for August 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 sent out 101 notices for August, we shut off six and only one has been turned back on. In September we sent out 32 notices.
- **Collections:** We agreed to settle with Lot 1749. We collected \$3,332. We need to write off late fees and interest for the past two years.

**MOTION:** Trustee Oredo moved to write off \$661.07. Seconded by Trustee Martel. **The motion passed unanimously.**

- **New Construction Starts** – So far this year we have had five new house starts, one of which was under 1,200 square foot and so the impact fee was \$10,000.
- **Waterboro FD Grant** – Lisa from the Fire Department dropped off some masks and wipes as the town had extra that were acquired through a grant.
- **Ridgeway Circle Fence** – It appears to be corrected, but Scott did not have time to confirm that this week.
- **Camper on Kennedy** – We just received a letter from the owner of the property yesterday. She claims she is not living in the camper. The property is being fined \$25 per day for the camper being there.

**SECURITY REPORT**

Carol Carey reported:

- Love Lane residents are happy with the response from Lake Arrowhead.
- Complaint of late-night drinking on an empty lot on Eagleview.

- Some calls about kids on dirt bikes.
- Things have calmed down.

## **PUBLIC WORKS MANAGER REPORT**

Scott Davis reported:

- **Redwood Circle Main Replacement:** Due to multiple breaks on this main in the past the crew replaced 500' of main.
- **Transmission Main Update:** The crew has fused the 12' pipe into 300' sections and deployed the tow cable in preparation for the final installation.
- **Leisure Lane Service Swaps:** The crew has continued moving the services on Leisure Lane from the old 2" main to the newer 8" main.
- **Equipment Repair / Inspection:** We have had two guys working on getting plows and sanders ready for winter.
- **Indeed.com:** We have filled all three vacant positions.
- **OPR Parcel Lockers:** The Post Office gave us two more parcel lockers to help with package delivery on Old Portland Road.
- **Tennis Court Cleaning:** The tennis courts have been pressure washed.
- **Pressure Problems:** We had a couple issues on Mayfair way with pressure, air, and manganese in the water. These problems were directly related to elevation and where the services for these homes were. We moved the services and the problems have been resolved.
- **Water Production:** Production for July was 12.3 and August was 11.8 million gallons.

## **NEW BUSINESS**

### **Town of Limerick Shoreland Request re: Tree Cutting Permits**

Trustee Sanfason stated that the Town of Limerick has asked to have us include their contact info on our tree cutting permit applications.

**MOTION:** Trustee Hudson moved to include town contact information for both towns on the tree cutting permit application. Seconded by Trustee Berry. **The motion passed unanimously.**

### **Locating Property Pin Liability**

Trustee Sanfason stated that Scott has located pins for people in the past. Going forward he does not want our staff being responsible for that anymore.

### **Temporary RV Use**

Trustee Sanfason stated that there are more and more campers being used in Lake Arrowhead. We have had a few complaints and our policy is to send a letter to members telling them they cannot live in it and giving them 30 days to stop.

### **October Lake Crossing Overtime**

Scott Davis advised the Board that there will be overtime the first week in October due to the lake crossing.

### **10-Wheeler Truck Replacement**

Trustee Berry presented quotes for a new truck.

**MOTION:** Trustee Berry moved to purchase the 2021 Western Star from Daigle & Houghton with a \$50,000 down payment, funded from the capital improvement account, trade-in of old truck and financed for five years. Seconded by Trustee Hudson. **The motion passed (5, 2, 0 with Trustee Martel and Trustee Fowler opposed).**

## **COMMITTEE REPORTS**

### **Water Committee**

Trustee Sanfason reported:

- We need to have an engineering report done, at a cost of \$30,000, to determine best location for a new well.

**MOTION:** Trustee Oreto moved to spend \$30,000 on the engineering report from the capital improvement account. Seconded by Trustee Singelais. **The motion unanimously.**

### **Lake Improvement Committee**

Trustee Sanfason reported:

- We have discovered a new invasive called the European Brittle/Spiney NIAD. It is seed born. Our LACC divers are learning the best harvest method. Currently the plant is only near the dam. It can only be harvested during a certain time and the divers are going to work on that next year during the appropriate season. They believe they can irradiate it.
- Dash crew is at Balch Lake and will return mid-October.

### **Recreation Committee**

Trustee Singelais reported:

- The ice cream social was done “take out window” style and went very smoothly.
- Discussing doing a “grab n go” pumpkin event.
- Probably not going to be able to offer a wreath event this year.

### **Real Estate Committee**

Trustee Sanfason reported:

- Trustee Exley may be able to head this committee.

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

Meeting adjourned at 10:04 a.m.

Nanette Walton, Recording Secretary