

**LAWRENCETOWN VILLAGE COMMISSION  
REGULAR MEETING MINUTES  
July 12, 2021**

**COMMISSION**

Brian Reid – Chair  
Jane Baskwill  
Sean Ebert

Laura McLarnon  
Vernon Gaudet- Sends regrets

**STAFF**

Jeff Hurlburt-Supt. PW

Melissa Roscoe- Clerk/Treasurer

CHAIRPERSON Reid called the meeting to order at 7:00PM.

**MINUTES:**

**Comm. McLarnon moved the minutes for June 14, 2021 be accepted as presented. Seconded by Comm. Ebert. Motion Carried.**

**Comm. Baskwill moved the budget minutes for June 8, 2021 be accepted as presented. Seconded by Comm. McLarnon. Motion Carried.**

**Comm. McLarnon moved the budget minutes for June 17, 2021 be accepted as presented. Seconded by Comm. Baskwill. Motion Carried**

**Comm. McLarnon moved the special minutes for June 17, 2021 be accepted as presented. Seconded by Comm. Ebert. Motion Carried**

**BUSINESS ARISING FROM MINUTES:**

- None

**OLD BUSINESS:**

- Credit Union merger did not go through.

**ADDITIONS:**

**FINANCIAL REPORT: June 2021**

- Due to clerks vacation the June financials will be tabled until the next meeting.

**COMMITTEE REPORTS:**

PW Committee:

- Vaccine clinics are ongoing.

- Condensate pump overflowed in the Pharmacy and flooded the motor. Kings was in to perform repairs.
- New garbage bin is complete
- Exam tables have been delivered; we will need to get a spill kit to clean up mercury found in the table drawer.
- Tower 4 is scheduled to go up on Sunday
- We did not receive any bids on the old furnace, will reach out to community groups to see if they have any use for them.
- Wastewater road has been resurfaced.

Public Works: Supt. of PW gave his report. (see attached)

Economic Development Committee: No report available

Audit Committee: No Report available

HR Committee: No report available

Recreation: Pool is planning to open for the season

Annapolis County Councilor Report:

- It was a pretty quiet couple months as far as new business. We have discontinued the rental fees for the canoes, kayaks and stand-up paddleboards at QEII Park in Bridgetown and at Raven Haven Park.
- We have appointed the Accessibility committee
- We renewed the animal control contract with Annapolis Royal.
- Internet project is progressing, with connections starting a few weeks ago.

Website:

- In progress

## **NEW BUSINESS:**

1. Zoning Bylaws- Comm. Reid spoke with Mr. Dunphy, zoning bylaws were to be complete by the end of 2022 but an extension until 2023 has been granted. Once two planners have been hired the Village will have a meeting with them regarding the bylaws.
2. Exhibition- The Exhibition would like a letter of support for their venture in building a roof over the ring.

**Comm. McLarnon made a motion send a letter of support for a roof over the ring. Seconded by Comm. Ebert. Motion carried.**

3. Wastewater Reserves

**Comm. Ebert made a motion to remove the wastewater reserve budget amount in future years until the capital loan is paid in full. Seconded by Comm. Baskwill. Motion carried.**

4. August Meeting

**Comm. Baskwill made a motion to forgo the Village meeting in August and resume in September. Seconded by Comm. McLarnon. Motion carried.**

5. New Holland Repairs

**Comm. Baskwill made a motion to purchase parts for the NH in the amount of \$2700.00 +HST. Seconded by Comm. Ebert. Motion carried.**

6. Wastewater Road

**Comm. McLarnon made a motion to ratify the bid from MR Poole Works for work to complete the wastewater road. Seconded by Comm. Ebert. Motion carried**

**CORRESPONDENCE:**

None

**COMMENTS/QUESTIONS FROM THE PUBLIC:**

- None

As there was no further business to discuss, Comm. Ebert moved to adjourn the meeting. The meeting adjourned at 8:15PM.

  
COMMISSION CHAIR

  
CLERK/TREASURER

**Superintendent Report for: July 2021**

1. **Water Utility Test reports:** All test reports have come back within acceptable limits. Annual well head samples will be taken tomorrow for microbiology. Manganese samples taken as well and results came back within acceptable limits.
2. **2. Waste Water Test Reports:** Quarterly WW test have not been completed for this 3<sup>rd</sup> quarter.
3. **Water Utility Infrastructure:**
  - a. Current overnight flows are at 0 GPM again.
  - b. 1<sup>st</sup> quarter water meter readings completed, no inoperative meters this quarter. 1 still outstanding from last quarter.
  - c. Water meter installed at the cemetery and water off due to leaks on their side of the lateral. Repairs are under the way today and water will remain off until repairs are completed.
  - d. Swimming Pool and Ballfield meters have been installed and leaks have been repaired.
  - e. Water meter installed at 75 Prince Street.
  - f. Minor water leaks repaired by village residents at various locations,
4. **Waste Water Utility Infrastructure:**
  - a. Regular maintenance at the UV building to keep the UV lighting system working at its current optimal level.
  - b. Maintenance on Blowers at WWTP.
  - c. Grass has been cut at the WWTP, & the banks around the lagoons have started to be cut and will be completed in the next couple weeks.
5. **Facilities:**
  - a. All facilities are in good working order.
6. **Village Equipment:**
  - a. All the Ford Ranger body work has been completed and is now ready for MVI which will occur on August 3<sup>rd</sup>. Both front fenders have been replaced and the box was rebuilt. As well as all mounting areas that had deteriorated.

- b. New Holland tractor was sent out for an air conditioning recharge as the refrigerant level was low. A list of parts that will need to be replaced has been submitted for quoting to Tidal Tractor and I have received the quote on upcoming parts repairs.
- c. Oil changes performed on New Holland and Topkick.
- d. All other equipment is in good working order.

**7. Sidewalks and Streets and Grass**

- a. Garbage has been picked up from cans & around the village.
- b. Grass has been cut around town, at village infrastructure near boat launch, and around WW lift stations when the weather has been permitting. Grass around village hydrants is due for trimming.
- c. Grass cut at the swimming pool before opening.
- d. Topsoil has been laid at the Library to fill in the ditch where the electrical was run last fall. Area has been seeded as well.

**Report submitted by:** Jeff Hurlburt, July 12, 2021