

**LAWRENCETOWN VILLAGE COMMISSION**  
**REGULAR MEETING MINUTES**  
**October 18, 2021**

**COMMISSION**

Brian Reid – Chair  
Jane Baskwill  
Sean Ebert

Laura McLarnon-Sends regrets  
Vernon Gaudet

**STAFF**

Jeff Hurlburt-Supt. PW-Sends Regrets      Melissa Roscoe- Clerk/Treasurer

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

**MINUTES:**

**Comm. Gaudet moved the minutes for September 13, 2021 be accepted as read & amended. Seconded by Comm. Ebert. Motion Carried.**

**BUSINESS ARISING FROM MINUTES:**

- None

**OLD BUSINESS:**

- Parking Signage-Have received proofs & quote

**Comm. Baskwill moved to purchase the signage in the amount of \$268.00 +HST  
Seconded by Comm. Gaudet. Motion Carried.**

- Library Wi-Fi extension-More research needs to be done on frequencies and power transmitters that will be used so that it will not interfere with the LCDC Broadband service.

**ADDITIONS:**

**FINANCIAL REPORT: September 2021**

**Comm. Gaudet made a motion to accept the financial statements for September as presented. Seconded by Comm. Ebert. Motion Carried.**

**COMMITTEE REPORTS:**

PW Committee:

- Crosswalks-We will be looking at a 3<sup>rd</sup> party painter to provide this service.

- Glycol has been put in for the library heating system, now waiting for electrical hook-up. Space heaters have been brought over for the time being to keep the temperature comfortable.
- Tower 4 parts arrived. The 2 sections have been built, brackets installed and they are ready to be moved to the mountain. Once they have been moved the crane company will need to be contacted.
- Office printer is in need of a new fuser.

Public Works: Comm. Reid read the report. (see attached)

Economic Development Committee: No report available

Audit Committee: No report available

HR Committee: Had a meeting, still a couple outstanding items to go over. Currently awaiting County polices on COVID and vaccination requirements.

Recreation: No report available

Annapolis County Councilor Report:

- Bridgetown and area tax rates are being discussed.
- November Council meeting has been moved to Wednesday, November 17th to allow council member to attend the court dates for Annapolis County v. E.A.Farren on November 15th and 16<sup>th</sup>
- Covid-19 response Policy and Proof of Vaccination Policy are being presented for approval Oct 19th.
- Sentencing for the charges brought by the Department of Environment had been scheduled for late September but has been delayed.
- Assorted Zoning and Paving projects.
- County is to approve the medical assistance program which would provide \$10,000 to a physician moving to the area on a 2 year contract.
- Forestry-Will be watching for By-Law infractions on woodlots
- Glyphosate Spraying-Moving toward no spraying within the County

Website:

- In progress

## **NEW BUSINESS:**

1. Canada Day- Application Due November 22, 2021

**Comm.Ebert moved to proceed with Canada Day application. Seconded by Comm. Gaudet. Motion Carried.**

2. Legion-

**Comm.Gaudet moved to purchase a wreath in the amount of \$35.00. Seconded by Comm. Baskwill. Motion Carried.**

3. Christmas in the Village-We are going to cancel celebrations this year due to the ongoing state of emergency.

**CORRESPONDENCE:**

- LASA-Thank you card received.

**COMMENTS/QUESTIONS FROM THE PUBLIC:**

- There has been a sign blocking the sidewalk recently. Supt. of PW will notify the owner that the sidewalk needs to be kept clear.
- New fenced area-Could residents be consulted/informed before these types of projects go ahead.

As there was no further business to discuss, Comm. Ebert moved to adjourn the meeting. The meeting adjourned at 8:05PM.

  
COMMISSION CHAIR

  
CLERK/TREASURER

## Superintendent Report Presented in October 2021

1. **Water Utility Test reports:** All test reports have come back within acceptable limits.

Annual Monitoring Plan submitted to NSE for the upcoming 2022 year including the update to the Lead Sampling Plan to include Copper with adjustments made to the sampling protocol.

2. **Waste Water Test Reports:** Quarterly WW test have been completed for the 3<sup>rd</sup> quarter and came back within acceptable limits.

### 3. Water Utility Infrastructure:

- a. Current overnight flows are as low as 0 GPM. After last meter readings there were noted a few higher than normal consumption related issues and notices were sent to the residents.
- b. 2<sup>nd</sup> Quarter water meter readings were completed and there are a few meters that need to be replaced.
- c. 2 Curb stops were installed within the village.
- d. Old reservoir overgrowth has been trimmed down to maintain a clear area around the reservoir and fencing.
- e. Hydrant antifreeze and flags have been installed for the upcoming winter.

### 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. Annual lift station cleaning has been completed.
- c. Annual oil changes have been performed on the lift station pumps with all looking to be in good condition and no belts in need of being replaced.
- d. The WWTP inflow sensor was cleaned due to inaccurate readings being sent back to the SCADA system. Sensor has been working properly since.
- e. Grass has been cut at the WWTP, & the banks around the lagoons have been cut.
- f. River Hill Lift Station Pump #1 disassembled due to it being clogged with yet another piece of fabric.

- g. The new Grundfos wastewater pump has been installed into the lift station pit at the lift station on the #1. Scheduling of the electrical completion of the system to put the pump into operation is pending.

**5. Facilities:**

- a. All facilities are in good working order.
- b. All fire extinguishers in the village are in need of being certified and recharged as required for the next year.
- c. Stakes have been installed on the Reservoir road for the winter. WWTP stakes will be installed in the near future.

**6. Village Equipment:**

- a. Sierra is due for a 6 month service.
- b. All other equipment is in good working order and ready for the winter.
- c. Gravel and Sand stock has been replenished in preparation for potential issues through the winter.

**7. Sidewalks and Streets and Grass**

- a. Garbage has been picked up from cans & around the village when required. Garbage cans have been removed and stored for the season.
- b. Grass has been cut around town as needed. Grass around village hydrants, village infrastructure near boat launch, and around WW lift stations has been trimmed.
- c. Leaves are scheduled to be removed from storm drains to allow for proper storm water drainage.
- d. Howard Little Paving was in to repair sidewalk and road sections that were excavated during recent installs and water leak repairs.
- e. Calls have been placed to the RCMP in regards to parking related issues at the Library Parking Lot and once proper signage is installed the RCMP will be watching for violators and issuing tickets as required.

**8. Courses**

Fall arrest and Confined space courses have been completed by all staff.