

## **Minutes of the Meeting of March 26, 2019**

Called to Order at 5:03

1. The Commissioners approved the Minutes for the Meetings of the March 12<sup>th</sup> meeting as written.
2. Director Roy presented the bi-weekly report to the Commissioners. Commissioner Sheldon asked Mr. Roy if he knew the number of prospective bidders for the upcoming Codjer Lane/Horse Pond Road water main improvement project. Mr. Roy stated that 35 people downloaded the bid documents from the District's web site and that he is anticipating 8-12 bid submittals.
3. Update on Disposition of 16 North Road – Director Roy informed the Commissioners that the survey of the property will be conducted beginning on March 27<sup>th</sup>. Expected completion date is April 12<sup>th</sup>.
4. Director Roy presented a Change Order request for approval by the Commissioner for the Facility Improvement Project. Mr. Roy stated that the change order amount was for \$117,815.76. The Commissioners unanimously approved the change order, subject to the three conditions below;
  - (1) verify and maintain proper pitch on the roof,
  - (2) explore a possible cost saving measure to install a new roof over the existing roof,
  - (3) inform the District of any compromised structure beneath the existing roof membrane.
5. Director Roy and Karen Moretti presented the draft warrants for the upcoming Annual and Special District meetings. Continued to the next Commissioners meeting.
6. Review of draft Cyber Security Policy. Director Roy presented the draft policy to the Commissioners for their review.
7. Commissioner Fox moved to adjourn the meeting. The motion was seconded by Commissioner Sheldon and approved by unanimous roll call.

No further discussions were held, meeting adjourned at 7:25 pm.

In attendance:

Robert H. Sheldon, Commissioner  
Robert Boyd, Commissioner  
Joshua M. Fox, Chairman  
Lawson Williams, District Counsel  
Craig E. Blake, District Moderator  
Tom Travers, Treasurer  
Matthew Sheldon, 123 Moore Road  
Karen Moretti, Assistant Treasurer  
Vincent J. Roy, Executive Director