



# MINUTES



**CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)**  
**Board of Directors Meeting**  
7 November 2017

The 7 November meeting of the Board of Directors of Crane Mountain Enhancement Inc. (CMEI) was held at the KBM, Westfield Road and was called to order at 6:00 p.m. by Chair, Tom Simpson.

**In attendance:** Patricia Chisholm / Sandy Coffin / Dale Kilpatrick / Roberta Lee / Jim Stubbs / Jane Tunney / Susan West  
**Regrets:** Peter Furness, Peter Kierstead, Kevin Robertson, Ed Ross

**PRESENTATION OF THE AGENDA** - Modifications & Additions

**MOTION 1: Patti Chisholm / Sue West - That the agenda be accepted with additions.**

**MOTION 1: CARRIED**

**MINUTES FROM LAST MEETING** - Corrections and/or additions to 3 October 2017 Minutes.

**MOTION 2: Jim Stubbs / Jane Tunney - That the minutes be accepted as presented.**

**MOTION 2: CARRIED**

## **FUNDY REGIONAL SOLID WASTE (FRSW)**

Tom Simpson reported he was in contact with Marc MacLeod and discussed operations, the gas system, recycling, compost, and the construction of cell #8.

- Operations: the new tarps are working very well, shedding the water from rainfall which consequently reduces the leachate production. The sedimentation pond that was being cleaned in October is back in service;
- Gas System: the water separation issue has not been completely resolved. FRSW is dealing with two engineering firms and awaiting an agreement between them for final approval of the system;
- Recycling: nothing new;
- Compost: the new compost building is complete and the equipment is being transferred from the old building. Mr. MacLeod estimated the transfer will take two weeks and expects the operations will return to normal for the foreseeable future;
- Cell #8 construction: till has been removed and enough gravel has been laid down to support further construction in the spring. Some work has begun toward installation of underdrain piping.

## **BUSINESS ARISING FROM THE MINUTES**

1. *Numerical Model Progress report:* Tom Simpson reported there was no progress report was available since Peter Baxter was on vacation and he was unable to make contact with John Sims from **exp.**
  2. *Response to letter from DOE:* Peter Furness sent regrets to the meeting. Discussion ensued on the approach to take for a response to the August DOE letter.  
**ACTION:** Tom Simpson and Roberta Lee contact Peter Furness for his comments, draft a letter from
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comments from this meeting and circulate it to the Board for further comments prior to sending to Mark Glynn and Sheryl Johnstone, DOE.

3. *Post Closure Financial Committee report*: Peter Kierstead sent regrets, no report.  
**ACTION**: Tom Simpson to follow-up with Marc MacLeod
4. *Website and hosting follow-up*: Tom Simpson reported that after research into other web design/hosting services that it would be easier at this point to keep status quo.
5. *Domestic Well Report*: Roberta Lee discussed the letter from Gemtec that she received as one of the domestic well homeowners. Mrs. Lee noted the letter included parameters and charts but no history to compare it against to recognized changes/trends and the Canadian Drinking Water Standards chart used is a aesthetic rather than health related parameter. After receiving the letter, Mrs. Lee spoke to Peter Baxter about the general tone of the letter “*the water meets the Canadian Drinking Water Standards*”, no bacterial testing, etc. The domestic well test results are sent to the DOE to be archived. The monitoring well samples collected are not equivalent to the domestic well samples.  
**ACTION**: CMEI consider requesting text in reports to homeowners be reviewed and revised once the numerical model is available and information from purposed based wells be added.

### **CORRESPONDENCE**

Tom Simpson reported he received and approved payment on behalf of the CMEI the director’s liability insurance (HUB Insurance), the first of three invoices from District News for the Special Projects ad, and the Annual Return under the New Brunswick Companies Act for the CMEI. As well, Mr. Simpson received the annual renewal for the post office box rental, an invoice from NB Legion for the Remembrance Day wreath, a reimbursement request for today’s meeting meal, and an invitation to 65<sup>th</sup> Anniversary of the founding of the Martinon Yacht Club on November 4. Mr. Simpson requested a motion to pay invoices and reimbursement.

**MOTION 3: Jane Tunney / Sandy Coffin – That Treasurer be authorized to pay for the items.**

**MOTION 3: CARRIED**

### **CHAIR’S REPORT**

See Business Arising.

### **TREASURER’S REPORT**

Treasurer, Jim Stubbs, submitted a written Treasurer’s report for the 7 November 2017 meeting covering the month of October. (copy on file) Opening balance: \$55,876.74; Total expenses: \$2,307.25; Closing balance: \$53,569.49.

**MOTION 4: Patti Chisholm / Sue West - That Treasurer’s Report be accepted as presented.**

**MOTION 4: CARRIED**

Mr. Stubbs reported the fiscal year end for CMEI is 31 October, and he will contact the accounting firm to arrange a date to deliver books for annual review.

## COMMITTEE REPORTS

### Monitoring

No report.

### Special Projects

Mr. Simpson reported the Westfield school project is the only outstanding project and the first B-List recipient (Grand Bay arena) will receive about \$2,450.00.

## NEW BUSINESS

1. *Website Content:* Further to the website and hosting item, Tom Simpson questioned the need to post the minutes and financial information on the website. Discussion ensued and it was agreed the information could be batched and posted quarterly.
2. *Remembrance Day Wreath:* Jim Stubbs reported the wreath has been ordered and the organizers will have someone to place the wreath on behalf of CMEI.
3. *Location of December meeting:* Tom Simpson reported from the Community Meeting held last evening regarding the winter closure of the KBM at the end of November and the possibility of the permanent closure in May 2018.  
**ACTION:** Sue West to contact Martinon Club House and Morna Heights school to find a meeting place for monthly CMEI meetings and circulate new site to board members for confirmation of 5 December meeting location.
4. *Changes to Special Projects Allocation:* In light of the financial situation that has contributed to the closure and potential loss of the KBM, Tom Simpson and Jim Stubbs opened a discussion of reviewing the intent of the original Community Enhancement definition (Section 8.01) and the concept of funding “signature projects” in the host community to help community organizations with their operating expenses. Discussion ensued.

**MOTION 5: Jim Stubbs / Roberta Lee – That the CMEI meet with Marc MacLeod to see if Special Projects funding can be allocated for community signature projects approved by FRSC.**

**MOTION 5: CARRIED**

**ACTION:** Dale Kilpatrick to circulate a project priority matrix for criteria and conditions (*Lean 6σ*) in anticipation of any presentation requirements.

**MOTION 6: Patti Chisholm / Jim Stubbs – That the meeting be adjourned at 8:27pm.**

**MOTION 6: CARRIED**

The next regular meeting of the CMEI is scheduled for 5:30 p.m. 5 December 2017. Location TBA.

Respectfully submitted,  
Marlene Abbott, Recording Secretary