**Pillsbury Lake Village District**

Webster, New Hampshire 03303

**PLVD Monthly Meeting**

Wednesday January 13th, 2021 @ 6:30 PM

**Present:** Commissioner Vasquez, Commissioner Goodwin, Commissioner Robinson, Treasurer Brandon Doherty

**Attendees:** Heather Doherty, Mary Lou Diangelis, John Diangelis

Commissioner Vasquez called the, meeting to order at 6:36pm. The minutes were not read from the December 9th 2020 PLVD meeting they were posted on PLVD website <http://pillsburylakedistrict.com>.

**Treasurers Report**

Treasurer Brandon Doherty shared the following pending bills: Aquamen $2,550.00 Water system operator services, Aquamen $500.00 wo-0915, Aquamen $1,223.42 wo-0935, Aquamen $200.00 wo-0928, Aquamen $300.00 wo-0934, Aquamen $504.34 wo-0936, Aquamen $320.00 WO-0864, Aquamen $473.76 WO-0913, Eversource $733.34 Utility, Eversource $611.79 Utility, Eversource $17.67 Utility, TDS $113.19 Utility, David $16.58 log books x2, Brandon Doherty $777.49 Laptop, Security Camera, Postage Reimbursement, eastern propane $105.08 Utility, Blodgett Supply $1,075.61 Invoice # S026495312, W&P $679.14 Study-Ref Jan 6th 2020. The following customers are 60+past due or off the system with a balance 1-107 TOWN OF WEBSTER(DURGIN), 5-22 R CECCHETELLI, Small, Aubrey, Dufor, Ambrogio. Commissioners discussed invoices and went through any that needed clarity. Treasurer Brandon Doherty asked about donating the old laptop to a kid in the district that might need one. Commissioners agreed that its not of value to them and we can check on how we need to go about donating it out. Also, the security recreational cameras have come in and the board will be installing where they need to be. Treasurer Doherty mentioned there are 17 customers who are now 7 days past due and asked how we should address it. Commissioners discussed and agreed that late fees will be implemented in February. Commissioner Vasquez made a motion to add the late fees for invoices starting in February and to update the website with the fees, seconded by Commissioner Robinson and all were in favor. Commissioners will be resuming water shutoffs in April 2021 for those that are passed due and owes over $500.

|  |
| --- |
|  |

Commissioner Vasquez made a motion to approve the Treasurers report seconded by Commissioner Robinson and all were in favor.

**Water System**

Commissioners discussed looking into getting new heaters for the pump houses or an auto shut off adapter when room hits temp to help reduce the electric cost further in the pump houses. Commissioner Robinson and Goodwin will both be looking into that. Commissioner Robinson let the board know we won’t be receiving a credit for the booster pump that was making noise apparently the noise is gone and is working fine so we will have a spare new booster pump once that is returned. Commissioner Robinson stated we are still doing well with filters and having to change it once a week. Commissioners discussed some issues that need to be addressed with Aquamen and Commissioner Vasquez stated she will call and have issues resolved. Commissioner Goodwin asked when the last time any of the board members did a 24hr nightly read around midnight to check on how much water is being used. Commissioner Vasquez stated it has been about a month since her last midnight visit but she has inquired with Aquamen about putting digital meters readers on each meter. This will allow her and others to electronically pull meter readings at anytime of day from any location to reduce the need to visit the pump house from three times a week down to one. She is waiting on the price from Aquamen about these products to bring to the board. Commissioner Vasquez stated that DES requires historical data for our wells and this is a great way to efficiently track our usage. Commissioner Vasquez stated we have a total of 7 meters that are still not working accurately she will be reaching out to schedule a time to go to their homes with Aquamen and fix the meters.

**Engineering Update**

Commissioners discussed how Wright and Pierce is working on finalizing our application with DES for our water main construction and also working up a new contract to help our board with the bidding process and DES requirements. Commissioners stated everything is still on tracked and in the waiting process

**Budgeting**

Commissioner Vasquez discussed preparing a draft template for how our annual meeting spreadsheet should look like. She explained that now that we have separated accounts, we need to formally change our wording and articles to represent how our taxes are to be used per state regulations and similar to other village districts like us. Commissioners discussed and reviewed materials provided as examples and set a working session to follow this month on January 27th at 6:30pm to finalize this draft and prepare for our public budget meeting. Treasurer Doherty mentioned we need to add some warrant articles to our budget as to not be below the standard amount of value one of our accounts have. Commissioners discussed and will further look at this at the next working session.

**Recreational Updates**

Commissioners discussed that they haven’t heard anything regarding the clubhouse being transferred or formally offered to PLVD.

**De-weeding**

No updates at this time. But will have information that will be given at next meeting.

**Public Comment**

Resident John Diangelis asked if he could have an update on grants and our engineering project. Commissioner Vasquez stated we are approved to take out up to 500k though DES although we haven’t had bids completed to have a better estimate of what the cost will be for replacement for Concord Drive but our board is hoping it will be far less than 500k. She stated we will be receiving roughly 30% grant towards whatever amount we take out and also a 15-20% loan forgiveness that will be determined at the time we take out the loan and is based off our MHI. We aren’t seeking any other grants or loans at this time. Mr. Diangelis asked if Aquamen were going to be putting in a bid for the main replacement. Commissioner Robinson stated she talked with them and they are very interested in doing the work and will be submitting a bid when its time. Mr. Diangelis asked if there is continuous maintenance after the construction is completed with the water main on concord drive. Commissioner Vasquez stated that Aquamen our operator will be maintaining and checking all our system valves no matter who installs the new mains on that road but there is not any specific maintenance that needs to be done after the install of the main itself.

Commissioner Vasquez made a motion to close the meeting at 7:46pm and next meeting will be our working session on January 27th at 6:30.

Respectfully submitted

David Vasquez