**PLVD Monthly Meeting May 13, 2020**

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

**Guests: Heather Desfosses, Christie Holland, Dianne Lauffer, Sandy Estep, Bruce Waite**

Commissioner Robinson called the meeting to order at 6:40 pm.

The Minutes were not read from the April 8, 2020 PLVD working Meeting. They are on PLVD Webpage <https://pillsburylakedistrict.com>.

**Treasurer’s Report**

Treasurer Doherty shared the following pending bills: Aquamen: $4,564.34 leak repair #1(Deer Meadow); Aquamen: $1,727.41 Prorated Monthly May Water System Maintenance; Aquamen: $2,550.00 Monthly June Maintenance; Aquamen: $1,423.25 Leak Repair #2 (Deer Meadow); Lisa Robinson: $333.49 Lowes (humidifier, wetvac); Lisa Robinson: $53.97 Locks for Shed and Pump House; Lisa Robinson: $1,175.49 Filters for Peninsula May; Lisa Robinson: $96.34 Filters for Peninsula; Ali Vasquez: $22.10 Office Supplies; Ali Vasquez: $30.68 Recorder for Clerk for Minutes; Gary French: $36.16 Dam Brackets; Brandon Doherty: $1,250.00 Stipend, Ali Vasquez: $250.00 Stipend; John Goodwin: $250.00 Stipend; Lisa Robinson: $250.00 Stipend; Eversource: $766.40 Utilities; Eversource: $707.84 Utilities; Eversource: $18.36 Utilities; TDS $111.44 Utilities; Eastern Analytical: $1,280.00 Water Testing, Eastern Analytical: $12.00 Water Testing; Eastern Analytical: $12.00 Water Testing. The following customers are 60+ days past due: 1-94 Aubrey, 1-107 Town of Webster (Durgin), 2-1 Curran, 5-22 R Cecchetelli, 5-179 Norris, 4-08 Ober, 4-103 Froke, 6-63 McAllister, 5-78 Delucia. Commissioner Robinson made a motion to accept the Treasurer’s Report, seconded by Commissioner Vasquez and unanimously approved.

**Deweeding**

Commissioner Goodwin shares that he has reached out to DES regarding the approval process of being able to use Biochar in our lakes however there is a communication barrier due to the current COVID-19 crisis and further information is not available at this time. Treasurer Doherty shared that he spoke with a parks and rec director in Colorado who is currently using this product and reports that they have had amazing success. Their water is now cleaner, clearer, and deeper after the installation of the socks. Commissioner Vasquez reminds everyone that Biochar is to be used against E. coli and other nutrients in the water and not for weeds such as Lilli pads. She states that a chemical treatment with glyphosate was done late 2019 however the effect of this treatment is not yet known. She shared that a resident asked if we could potentially manually clean the lake closer to winter when the water level decreases. Commissioner Vasquez stated that this is something that could be investigated. Treasurer Doherty shared that the socks that are not attached to docks will have to be floated with a pool noodle, therefore affecting the aesthetic of the lake, and that they are not anchored. This could pose a problem if the sock floated toward the dam. Commissioner Robinson shared concern that if another treatment of glyphosate was needed then we may not have room in the budget for the Biochar socks as well. Commissioner Vasquez stated that it can be possible to fit them in the budget if it there was a system in place to use multiple avenues of deweeding.

**Water System Update**

Commissioner Robinson shared that as of this week Aquamen is our water operator and they will be on site this month to conduct system start up. She also shares that the chlorine feed system was updated with an auto chemical controller. Commissioner Robinson shares that we have various issues in both pump houses. Currently at the Franklin Pierce well one booster pump is leaking while the other is inactive. On the Peninsula side, we have 1 booster pump inactive while the other runs continuously, the water operator plans to shock the wells and flush the lines. Commissioner Robinson reminds residents that during this time it is possible that more leaks can be detected. In the last week there have been two leak repairs completed and both are holding well. Commissioner Robinson states that we have two arsenic tanks that need to be rebed and each cost just under $7,000 each.

Commissioner Vasquez shares with the residents that herself and Commissioner Robinson have been changing filters, backwashing filters, and ordering filters for the system under our operator’s delegation. Taking these tasks on have been saving the district about $1,000 a month in water operator and filter fees. She also states they are currently also collecting water meters and conducting curb shut offs. She stresses these are all efforts to keep the cost as low as possible for the district and that herself and Commissioner Robinson are fully trained by the water operator.

The Commissioners shared that Well #8 is currently malfunctioning and it may be the pump that was recently installed. They believe that the pump is under warranty however the labor to pull the pump and replace it is not. Commissioner Robinson shared that the work may be able to be completed with the water operator and the issue is being looked into. She also shares that Well #7 currently has multiple leaks and they will be looking into this with the water operators.

**Water Bills: Past Due, Lowering / Maintaining Costs**

Commissioner Robinson states there are various accounts that are overdue and without payments from the water users, it can become difficult to maintain the system. She acknowledges that the current costs are high however they are necessary to offset the cost of the current pump houses. However, she believes that the work currently being done manually by the Commissioners is saving a good deal of money and we are on track to lowering the cost of the water at some point.

Treasurer Doherty shares that he is currently working with customers on payments and appreciates those who have already contacted him. If you currently have an overdue balance or concern about your account balance do not hesitate to contact him.

Commissioner Robinson shared concerns over some water customer accounts that are of a large amount or their account is past due. She shares that she would like to investigate either taking a lien or action with a small claim. She states that if a customer is making good faith payments and has an action plan in place, she does not intend on taking action. However, if a resident is not making payments and not communicating with the board action will be taken.

Commissioner Vasquez states that during the COVID-19 crisis she does not believe that finance charges should apply at this time. Commissioner Robinson reminds the residents that during this time late fees are suspended and now would be a great time to start paying on your account balance. Finance charges and late fees will be re-evaluated once Governor Sununu allows the state to return to normal. Commissioner Robinson makes a motion to be able to take out a lien or file for small claims on accounts that are past due and who are not currently paying on their balance. Seconded by Commissioner Vasquez and unanimously approved.

Commissioner Robinson states that she would like to consider lowering the water cost from $0.07/ gal to $0.05/ gal taking effect for the second quarter water bill. She shares that there will be one more billing cycle for the water meter and would like to see the water bill lowered. Commissioner Goodwin shares that decreasing the cost of the water would result in a 28.5% decrease in income for the district. Commissioner Vasquez requested that the issue be tabled until the next meeting to allow time to work with Treasurer Doherty to determine feasibility.

**PLVD Recreation Project**

Treasurer Doherty shared that our recreational area consists of the playground, basketball court, and field. Work on these areas have already started thanks to volunteers who removed old structures and brush that was not deemed suitable by the insurance company. He also shares that he is working toward obtaining grants from NHMA that would allow for a 50% match. We are in the beginning stages and the initial paperwork has been submitted. The later stages consist of meeting with a representative and showing them our current facilities and discussing future plans. However, we must come up with 50% match of the amount they grant us whether it is through our budget, donations, etc.

Commissioner Robinson asked if there was a current recreation account to which the answer is no. Commissioner Robinson stated that she would donate her $250 stipend to create and put into a recreation account. Commissioner Vazquez, Clerk Wisniewski, and Treasurer Doherty also stated that they will donate their quarterly stipend to the recreation fund.

Commissioner Vasquez shares that she was looking to purchase basketball hoops which were estimated to cost $2,026 which after installation would cost $2,100. The installation would require a pavement cutter and cement. Treasurer Doherty shared that he will be reaching out to businesses regarding donations. He also shares that he has reached out to PLM board regarding a donation that was expected.

With the funds made available through the board donations the Commissioners are going to purchase the basketball hoops and hope to have them installed in the next month. IF you are interested in viewing the current ideas for the future of the recreation area the Pillsbury Lake Village District Playground Template can be found on the PLVD website under the tab “recreational area.”

**Official Facebook Page - just facts and information only**

Commissioner Robinson shared that she received requests/interest in a Facebook group that would serve as an advertisement page for notifications. The commenting and messaging would be turned off and each post would be approved by at least one of the Commissioners. Commissioner Vasquez agrees that the group could be a good source for information if it is simply for advertising. Treasurer Doherty volunteered to create and monitor this Facebook group. Commissioner Robinson made a motion to allow the page for advertisements only, no commenting or messaging allowed. Seconded by Commissioner Goodwin, unanimously approved.

**Shed Cleanup / Repair**

Commissioner Robinson shared that the roof to the shed is rotted, it is leaking, and the insulation is molded. She is unsure what is underneath the current insulation and states that the clean up and repair require a professional. The remediation for this item will need to be added to the annual meeting agenda as an article.

Commissioner Vasquez shares that she is in the process of sorting documents and various information in the shed. These documents will be scanned and placed on a USB drive for future use by the Commissioners. She also shares that during the startup process, Aquamen will be doing an inventory of the shed. They will be categorizing all the materials that we currently have and will inform us via a document. These materials can then be utilized for further projects unless they are damaged beyond use. The cleaning and reorganizing of the shed should be completed by the end of the year.

**Curb Shut Offs / Wells Coming Off System**

Commissioner Vasquez shares that she made a master list of people who currently need a curb stop shut off. Many people who have a meter and sensor box have asked what they should be doing with these items. Commissioner Vasquez shared that the district needs these materials returned to them. She states that she is available for the next few weeks Tuesday’s from 10am-2pm and Thursday’s from 3pm-6pm at the shed and can accept drop offs as long as the residents respect social distancing. Commissioner Robinson shared that should you not be able to turn in the materials at one of these times, contact the board on the website so someone could come collect them from your house.

Commissioner Vasquez shared concerns regarding the curb shut off fees as stated in the April 28, 2020 meeting. She recommends customers who need a curb shut off to locate their own if they are not easily accessible. The district metal detector currently is not working. Commissioner Robinson made a motion to set a $25 fee for curb stop shut off (if the valve is visible) and that if the valve cannot be found the water operator must be contacted with the cost being placed on the customer. Seconded by Commissioner Vasquez, unanimously approved.

**Meter Readings true or false and Q & A**

Commissioner Vasquez shares that she typically conducts meter reading on a Saturday or Sunday before the monthly meeting and tries to keep the reading cycles every 28-30 days. Treasurer Doherty shared that residents raised concern over the accuracy of the meter reading. Commissioner Vasquez assures residents that very few of the reading present with errors and that the collected readings are accurate. She urges the residents to keep in mind that the meter reading does not happen on a set day at an exact time and therefore your reading might not match hers depending on the day she had driven by versus the day the resident had viewed their meter. If any resident has concern over the accuracy of their meter reading Commissioner Vasquez is willing to conduct a reading while viewing the meter from inside the house to show the reading is true. If any discrepancy is determined, action will be taken to correct the issue.

**Abutter Property Proposals**

Commissioner Robinson states that the status from last meeting has not changed and PLVD cannot sell at this time. We are currently in the process of starting an engineering project and determining a location for a well. However, when the time to sell does come the abutter is given priority for the land at that time.

**DES / Engineering Project**

Commissioner Goodwin shared that all paperwork has been signed and submitted and everything on our end is complete. We are now waiting for their approval process to commence.

**Bird Dog Hunting / Hunting Permits / Hunting Preserve**

Commissioner Robinson shares that we have received a request from an individual to obtain an “Individual Training and Shooting Permit”. The permit is to bring a bird supplied for the training and the person on this permit is the only one allowed to hunt the supplied bird. She shares that she has looked into the matter with NH Fish and Game and the request is within the guidelines. Commissioner Robinson makes a motion to accept the bird dog training request, seconded by Commissioner Goodwin, unanimously approved.

Commissioner Vasquez shares that links to various permits can be found on the PLVD website under the tab “Pillsbury Lake Hunting Preserve.” It is further clarified that a signed letter from the Commissioners is needed along with a permit that is filled out by the permitted. Commissioner Goodwin posed the question of how to we handle the baiting permits. Commissioner Vasquez stated that permits need to be submitted to the board for approval at the monthly meetings. However, she is unsure how many baiting permits is appropriate for the reserve. The commissioners expressed interest in investigating this topic with NH Fish and Game before the next meeting.

**Volunteers**

Treasurer Doherty shared that help can certainly be used as we navigate various projects such as the recreation project. Commissioner Vasquez shares that if you would like to volunteer please visit pillsburylakedistrict.com and message the board your information under the tab “VOLUNTEER.” Treasurer Doherty asked if there was a restriction to who may and may not volunteer. The Commissioners state that anyone can volunteer however if you are under the age of 18, you must have parental permission. Commissioner Vasquez asks the residents to keep in mind there are only a limited number of people who can volunteer at one time during COVID.

**Purchasing Video/Phone Conferencing Software Zoom/Webex Free trials**

Treasurer Doherty shared that we are currently using the Webex free trial. This free trial is set to last through the pandemic, however long that may be. Commissioner Vasquez and Robinson both state that they would like to continue using this platform for the time being taking advantage of the free trial.

**Public Comment**

Bruce shared that he does not believe that draining the lake would help the current trouble with the weeds. He states that when the dam broke in 2006 people reported that the weeds were back worse than before the lake drained. Lastly, he states that if he were to get a Biochar sock, he would be able to put a stake near his dock to anchor it to that spot. Commissioner Robinson shares that the main concern for the Biochar socks are in regard to suspending it in the middle of the lake without worrying about it floating toward the dam. Commissioner Robinson stated that there is a lake in Washington NH that is drained every 5-8 years and allowed the lilies to freeze and residents remove them before the water level raised again. She believes that this is something to look into as she would like to avoid adding large amounts of chemicals to the water if possible.

Resident Sandy Estep states that we should see the results of the late deweeding by early June as to whether the Lilies are present or not. She also shares that when the dam went out, she had cleaned her waterfront area. Unfortunately, the water level had decreased once again after the initial cleaning and the weeds returned worse than before. She raised concern over the brush currently at the recreational area due to a fire hazard. Commissioner Vasquez and Robinson shared that their trucks cannot accommodate the brush and were looking for help to remove the brush. Commissioner Goodwin shared that he had a trailer he could drop off and pick it up to discard the brush. Sandy asked about the inventory of the shed and whether this is needed to be completed sooner for grants. Commissioner Vasquez informed her that all paperwork for the grants has been completed and the inventory is for our own use for parts for the water system.

Commissioner Vasquez presents questions received from MJ Turcotte; if the PLVD website contact cannot be used for questions what can be? Commissioner Vasquez clarifies that if you go to the news and announcements section you can find that all financial questions can be directed toward the treasurer. Furthermore, the contact us tab can be used for water leaks issues, possible volunteers interested, and questions about the site or general information needed. MJ: how many people in the district have wells and how many of them are water users. Commissioner Vasquez shares that she is unsure of how many residents have private wells however there are currently 77 water customers left on the system. MJ: has the hunting preserve been marked off for safety purposes? Commissioner Goodwin states the property is not marked or posted. He states the only reason for signs would be for no trespassing or no hunting and that the reserve is a safe place. MJ: Is the treasurer report provided? Commissioner Vasquez states the treasurers report is available in the minutes and it contains the amounts for each bill for that previous month.

Christie states that the PLM money to be donated to PLVD that was mentioned earlier in the meeting is not available. Currently the PLM board is focused on paying utilities and taxes as the money they would previously receive from rental and raffles is no longer being generated. She states that last year there was reported to be a mold problem in the clubhouse which halted all rentals. The board had voted on mold remediation up to $10,000 in value however before the work was set to take place, she requested that the clubhouse be tested for mold. The results from this test determined that only the backroom contained mold and that no remediation was completed.

Commissioner Robinson asked that if mold remediation did not take place is there a part of the approved $10,000 that was set aside to go to the PLVD board as previously voted on. Christie stated that they simply do not have the money previously voted on to donate to PLVD. Christie stated that if anyone has questions or concerns over the finances, they are welcome to view the books at any time. The PLM annual meeting and budget it done each August and a report for the public will be generated then. Commissioner Robinson asked if the $100 fee covers the cost of utilities and taxes. Christie stated that the $100 fee alone does not cover expenses and they rely on rentals as well.

At 8:40 pm Commission Robinson made a motion to adjourn the meeting, seconded by Commissioner Vasquez and unanimously approved. A working meeting will be held May 20, 2020 at 7:00 pm. The next monthly meeting will be held June 10, 2020 at 6:30 pm.

Jennifer Wisniewski, Clerk

Pillsbury Lake Village District