

# PLVD District Board

396 Deer Meadow Road, Webster, NH 03303 | Telephone: 603-746-2010

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## Meeting Minutes

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Wednesday April 13, 2022, at 6:00 PM

6:00 PM:

- Opening of the Meeting 6:04pm
- Roll Call of Board Members
  - Lisa Robinson, Andrew Pomeroy, Debbie Grotheer, Jamie Dow
- Community Members and Guests:
  - Mark Grotheer, Julie Cragg, Christie Marston, Mary Lou Diangelis, John Maraganis
- Approval of previous meeting's minutes
  - Approval of draft meeting minutes: 2/11, 3/16, 3/16 Annual Meeting, 3/30
  - LR moved, AP seconded, all in favor - passed
- Treasurer's Report
  - Jamie informed the board that January and February 2022's treasurer reports were missing – asked if we could table Jan/Feb until she reviewed the former minutes – board approved
  - Tabled March TR until later due to Jan/Feb treasurers reports
  - Treasurer informed the board that TD is moving to autopay to ensure no late fees and service is paid on time. She will still get notification in advance of the bill and if there are any issues, she can contact TD prior to the withdraw from the bank account.
  - TD has not cancelled the phone ending in 3401. Discussion was had regarding the need for the line. LR will be contacting Aquamen to make sure they do not need the line to manage the equipment.
  - Some account balances are not correct in QuickBooks, individuals that the current treasurer knows pay their bills immediately. Also they have paid the current balances so she is reaching out to see if they would send us a copy of their cleared checks.
  - Audit contract must be signed by Commissioner prior to audit. Commissioner LR signed agreeing to audit. Treasurer JD will be meeting with auditors that week and would report back.
  - MS232, actual voted on budget, was signed by full commission to be on record with state.
  - Donation conversation
    - While reviewing the books, JD noticed that some donations were incorrectly put into the general fund and not all items were accounted for. Since the commission has not voted to allow private items as donations, PLVD is not allowed to accept items as a donation. Any items that were given to the district during the prior treasurer's term were not properly recorded and there are no records of any of the donations. This is against the district's allowable transactions and these items need to have the receipts turned into the district to properly account for any donations.
- Announcements
  - Julie Cragg presented an alternative to the current QuickBooks version (2017) to allow for more transparency and allow the other commissioners to access the program to pull reports as they need. Julie is a professional bookkeeper and QuickBooks pro. She has offered to allow the district to use her discount on the online program to save money on the program. There are two options, Essentials normally \$50/month but with JC's discount, \$35/month or Plus normally \$80/month but with discount \$56/m. Essentials would allow for 3 users, invoice and payment including bill

management and time tracking. Plus allows for 5 users, includes comprehensive reporting, receipt capture and project profitability, plus the Essential tasks.

- Julie also presented an online option for accepting payments, Melio, which does not charge a fee to the district, if customers use software, cc's are charged an additional 2.9% but zero additional if using bank ACH. This system syncs with QuickBooks which can assist in accounting of customers.
- Board listened to options and discussed options. Commissioner AP felt that we did not need to have the Plus but felt the Essentials would be sufficient. Commissioner DG has experience with both versions and agreed that having more checks and balances would be smart for the board going forward. The current QuickBooks only is on one desktop and only the treasurer has access. There is no way to review the input and assure that it is being done correctly. Commissioner LR
- Commissioners discussed the meeting leaves and not available due to vacations and medical leave.
  - LR will be out for three weekends in a row starting 4/23
  - AP will be out for 10 days starting this Thursday
  - DG will be unavailable starting 5/11 for at least two weeks due to surgery.

## Reports / Committees

### Water Updates-

- We still have a leak coming from Peninsula
- Aquamen has been doing leak detection and have not found it.
- DES will be coming out to assist in the leak detection (free service with grant) through the state sends out American Leak Detection Services. Usually out late April-early May. Lisa is asking if they can send New England Water Distribution since they have assisted us in the past. She will update at next meeting.
- LR: we have been turning off Peninsula each week to allow for the wells to catch up and refill. Hoping that this will not keep causing issues with well 4.
- AP: The last time the VFD (variable flow drive) went out on Well 4. Pushed the well to hard to keep up with the peninsula as well. VFD was replaced last month, it has been set too high.
- LR: Agreed to shut off peninsula tonight since Aquamen will be there Thursday to see if there are any more issues with Well 4.
- AP: Brought up the readings from the wells from Aquamen showing that we have been keeping the levels in line with the state. On Peninsula has been at half of the state limits.
- Community Member asked about the well issues and which well was causing the higher levels.
- AP: It is well 5 since the levels have been running between 50-100 feet, at the bottom of the well, which not where we want them to be to pull water.
- Community Member: If we do not use those wells, will the wells refresh themselves over time?
  - AP: Yes, that is exactly why we turn them off to allow them to catch up and bring the levels up to 150-200 feet instead of the 50 feet levels.
- Community Member: Would we just cap those wells and not use them?
  - LR: we don't want to cap them in case we ever need to use them again. We won't shut them off until we have a new well to be able to pull water and make up the needs.
- Community Member: Question on the new well we asked for in the annual meeting and if there will be enough money left from Concord Drive to build the new well?
- LR: The goal is to have money left over from Concord Drive to be able to start to drill the well. We are hoping to hook it up we will get approval from the next annual meeting to get the money to be able to hook it up.
- DG: I have been joining in the DES workshops and will be joining the one on Friday. Friday session is Small Systems and Disadvantaged Community Funding. Gave out a listing of the sessions if anyone else wanted to join.
- DG wants to dig in further to see if we can have Webster Town join us in the process for the funding so that we do not have to come up with the additional match. DG is exploring this with the town.

## Dam Updates

- Gary is going to be working on this after the first of the month and has help from Michael Dow.

## Playground updates

- LR has been turned down for seven grants due to us not being non profit. She has spoke to other companies about quotes since we are unable to have the landscaping included in the first quote. Little Tykes commercial has some good prices and less money than the first quote.
- Community Member: wasn't the insurance company upset about the poles with the risk?
- LR will make sure that the insurance company approves the structure before it is purchased. Little Tykes structure is only \$15,000 which is more in line with our budget. LR will get back next meeting with a cost of the install.
- Community Member: Has the site been checked for clearance of the structures? To make sure that the kids have enough room?
- LR: Yes, there is clearance instructions for each structure and it is plotted out with our area specifically.
- DG: There are grant options if we are considered lower income for the district. I have been trying to find some assistance in finding the information.
- LR: We are not considered disadvantaged for income.
- Community Member: are there plans to put fencing in the front of the playground? It is dangerous to have the children that close to the road.
- LR: it has been discussed and we hope to do this after the rest of the playground is built so that we can still access the area to put in the sand and equipment.

## Clubhouse updates

- LR: electrical panel downstairs does not meet code and will need to meet code. The outlets in the office need to be corrected so that they are not all on the switch. Some outlets are needing to be updated.
- DG: will get a quote from Voltage Electric to update panel and outlets.
- LR will make a call to get a quote as well.
- Septic needs to be pumped.

## Old Business

### • Liens

- LR pricing of the liens came in to be about \$4,000 plus expenses of postage and recording at \$12 per page. This information was not known when the initial vote happened to put on the liens.
- LR is concerned that putting liens on individuals before they even have a chance of paying the bills is not the right way. LR would like the liens to be put on only after the person is unable to not willing to pay the fees.
- Community Member: (Donna)The issue is the people that dropped off the well after the warrant article was voted. The more people who drop off the well the more expensive it is for those who are left on the well – less people to divide the final amount.
- Community Member (John) discussed that homeowners are required to disclose the debt of the upcoming costs of Concord drive.
- Commissioners were suggested to contact the lawyer themselves to discuss the options.
- Suggestion was made that we would give the well users a specific time period (30-60 days) to pay the amount outright and if they are unable to, we set the lien and bill them monthly.

## New Business

## Correspondence

- Commissioners are working on a system to assure that the emails and inquiries are responded to quickly. Suggestion of having the clerk assign the emails to individual commissioners so that nothing gets missed. We need to speak to Gary to make sure that he is able to do this, forward to all but assign to one individual to make sure it is not missed.

## Public Comment

- Community member (Donna) In the last meeting, it was brought up that scrap was sold. How much was received and where was it deposited?
- LR: It was about \$200 and the money went directly to the playground.
- Donna: Suggests that that money should have been deposited to the Well fund since it was well costs. As a suggestion in the future, it may be best if we got things such as these approved by the current treasurer before any is done to stay in the district rules.
- More discussion on the donations of items. JD: the district never adopted the reg that allows the district to accept items from private donations, it is only allowed to accept cash donations. To clear the former issues it would be needed to have the individuals turn in the receipts, be reimbursed for them and then donate those funds back to the district.

Meeting Closed 8:34pm

The Board may enter non-public session(s) to discuss subjects pursuant to RSA91-A:3

Commission went into closed session at 8:38 pm.

Closed session ended at 8:48pm

Reopened Public Session at 8:48pm

Voted on March 2022 Treasurer's report- LR moved to accept, DG 2<sup>nd</sup> all approved.

Closed meeting again at 8:50pm

**Next meeting to be held 5/9/22 at 7:30pm at 396 Deer Meadow Rd, Webster**