

SAWYER LAKE VILLAGE DISTRICT
BOARD OF COMMISSIONERS' MEETING
April 15, 2021

Present: Rich Adams, David Leboeuf, Bob Dow, Tom LeMien, Claudia Ferber, and Paula Adams

Meeting came to order at 6:00 PM. The minutes from the March 18, 2021, meeting were read, seconded and accepted.

Claudia Ferber was sworn in as the new Treasurer and Thomas LeMien as the new Commissioner.

- Dam: Bob Carter from New Hampshire Dams noted that the pipes on the spillway are not in compliance with the drawings. He will do some calculations. We may have to drill and put new pipes in. Rich received a letter from the State Dam Commission stating that they will be coming to inspect the dam. Did we want to be present? Rich said he would be there.
- Beaches: Bob stated they have been working on the roads, but the beaches are a priority now so they are ready for Memorial Day. Bob has a grinder to remove the stump on Beach 5. The washout on Beach 2 was repaired. The beaches will be raked when they are dry before Memorial Day.

The Rafts have been ordered. They will need to be put together so help will be needed. No diving signs have been ordered. There was some concern about the rafts being taken. Sawyer Lake can be engraved into them. The old rafts are for sale. Any money from the sale of the old rafts can be documented and put into the Beach Account. The culvert on Beach 2 will be repaired. It is on the schedule for this year, probably after the Labor Day. Bob doesn't want to mess up the beach for the summer. Hopefully the patch will hold.

MBL Landscaping will be mowing the beaches again the year. We have contracted them to mow six times this year. That's about every three weeks. They went up from \$1800 to \$2100 this year. The brush by the foot bridge at the dam has to be cut back every year and MBL will include that in the price.

The Beach Rules have been tabled.

- Roads: Steve and Bob for the past 2-3 weeks have been going around patching mud spots. The Mud season has not been bad this year compared to other years. He's been putting stone in them and grading them off. Last week he graded the higher ruts. Started the spring grading. Started on the dead end roads and they are working their way around. They have about 15 or 16 roads done. As time allows, he'll start working on more of the deadend roads. The biggest problem this spring is all the debris from the winter storms. There are branches and limbs everywhere. More bodies will be needed to help pick up all the debris. Some of the branches are so big they won't fit into Bob's chipper, they will need to be chained sawed up. The town is responsible for the town road. Bob can't fix the roads until the debris is removed. The leaves in the culverts takes a lot of time to clean out. Bob and his nephew were lifting debris off the roads into the woods so he could grade them.

Tom brought up that he would volunteer with others for a day to get the debris picked up. There are two dump trucks that all the debris can be thrown into. Bob stated that a day can be decided. We can fill the trucks and then take them to the dump on Wednesday. Many people blow their leaves into the culverts that blocks them up then the rain runs over the roads and washes them away.

- Treasurer's Report: Claudia, Rich Bakos, and Rich Adams met at Rich Adams' house to transfer information from Rich B. to Claudia. Rich brought a printer and a box of some documents. Claudia is starting to make sense of it all. Rich A. and Claudia are trying to get on the bank account. Claudia also has a call into the State to Penny, the District Advisor, with her questions. Right now Rich Bakos and Steve Chmielecki are signatories on the account. They have been sending documentation back and forth to the bank. Rich thought they had everything that was needed, then he received a call from the bank saying they have nothing that even said he was a commissioner. We had to go back to the Annual Notes in 2019 showing when I was elected. We should hear from them on Monday and Rich Bakos and Steve should be off the accounts.

- Open Forum: A question was brought up about the new culvert that will be put in at Beach 2. He was asking if it could be moved over about ten feet so the beach area would be larger? Bob brought up that the pipe for the fire hydrant is there so you would have to be careful of that. It is also a shallow area. He will take a look at it. This gentleman raked the beach to remove the rocks.

The different ways to get rid of the geese was brought. Looking into getting swans for the beaches and the dam area. We would have to look at the beach budget for that. Also there was the idea of whirligigs and string with reflective ribbon on them.

A person called Fish and Game about ways to get rid of them. They said you could go to each beach and fire off a firearm. There were many volunteers for this. It will be looked into. It was also brought up that they do acclimate to whatever is decided on.

It was asked if we can post speed signs on the roads. When you're out walking you just about get run over. Rich said we can post them but no lower than the town speed limit, which is 25 mph. Bob said he put up 15 mph but was informed by the town that they wouldn't back them because it's lower than 25 mph.

Last time the Commissioners went to the Selectmen's meeting, they brought up that the culverts need to be ditched. The water running over the roads is undermining them. They said they're waiting to go over the road study. They have received it, but haven't had time to go over it. The roads are rated by red, yellow, and green.

Then the Commissioners, the Treasurer, and the Clerk went into Executive session.

Meeting was adjourned at 8:20 PM.

Paula Adams
Clerk

May 20, 2021

SLVD Treasurer's Monthly Meeting Report

Since last meeting, the laptop with necessary programs and a printer were purchased and set up. File Cabinet purchased as well with some office supplies.

SLVD will be using QUICKEN as a bookkeeping program. Signees have been changed for the Bank of New Hampshire Accounts (checking and money market). I meet with a BNH representative to review the changes that occurred with their new online banking system.

Penny Toucette, who is the technical support person from Dept. of Revenue Administration has been most helpful and provided a training on the portal, an overview of municipality rules and regulations SLVD must follow.

The 2020 Audit is scheduled for this Friday. Mike Griffin, the elected auditor and I are meeting to complete the MS 60 Form which was provided by Dept of Revenue Administration. Currently conducting a review of financial records from previous years.

SLVD does not have any written Financial Policies and Procedures so will be working on preparing a draft to be present by July meeting. Have reached out to the Town to see if we can use their policies and procedures as a guideline so we are not recreating the wheel.

Financials: See handouts for 2021 First Quarter Operation Budget (Checking Account) and General Fund (Money Market Account)

Balances as of 4/30/2021: Operations Account \$ 4,975.87
General Fund Account \$162,498.32

Requesting the Commissioners' sign the MS 232 Report of Appropriations Actually Voted at the Annual Meeting which need to be filed with the Department of Revenue Administration.

Request they authorize payment for the one invoice.

Request review of the MS-123 which list elected officers and their contact information. Mike Griffin's information must be corrected so before we submit this wanted to be sure all other information is accurate.

Primex Insurance - premiums for 2021-2022 have not increased. Awaiting answer if there is liability coverage for officers. Last year's 2020-2021 premium increased due to the value of building.

Stipends:

1. Need to clarify the stipend paid to Bob Dow. Based on the records some months it was \$40.00 and other months \$30.00.
2. There does not appear to have been a stipend paid in the past to the Moderator. I could not find any explanation why there was not a stipend as this is an elected position and ask that the Commissioners review this situation and provide some guidance.

Respectfully submitted,
Claudia Ferber, Treasurer

| Category | 1/1/2021- 1/31/2021 | 2/1/2021- 2/28/2021 | 3/1/2021- 3/31/2021 | 4/1/2021- 4/30/2021 | OVERALL TOTAL |
|---------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|
| INCOME | | | | | |
| Interest Income | 7.49 | 6.97 | 7.78 | 6.78 | 29.02 |
| TOTAL INCOME | 7.49 | 6.97 | 7.78 | 6.78 | 29.02 |
| EXPENSES | | | | | |
| TO 8199 OPERATING ACCOUNT | 5,000.00 | 10,000.00 | 6,000.00 | 6,000.00 | 27,000.00 |
| TOTAL EXPENSES | 5,000.00 | 10,000.00 | 6,000.00 | 6,000.00 | 27,000.00 |
| OVERALL TOTAL | -4,992.51 | -9,993.03 | -5,992.22 | -5,993.22 | -26,970.98 |

Balance of General Fund Money Market Account #0813 as of 4/30/2021

\$162,498.32

Explanation: This balance includes the 2020 Precinct Tax deposited in December 2020. In January 2021, we began to draw down from this account and transfer to the Operation Account #8199 to cover our 2021 operational expenses and this will continue throughout the 2021 year.

The 2021 Budget is \$128,824.00 plus the Contingency Fund of \$15,000.00.

As of 4/30/2021, SLVD has drawn down and transferred \$27,000.00 to cover 2021 operation expenses.

The 2021 Budget balance of operational expenses left to drawn down and transferred will be approximately \$101,824.00.

The estimated General Fund Balance on 12/31/2021 will be \$60,674.32. SLVD will receive the 2021 Precinct Tax in late December 2021 which will be used to cover 2022 operational expenses.

General Fund Balance 4/30/2021 \$162,498.32

2021 Est. Budget Balance to be spent - 101,824.00

Est. General Fund Balance 12/31/2021 \$ 60,674.32

| Category | 1/1/2021- 1/31/2021 | 2/1/2021- 2/28/2021 | 3/1/2021- 3/31/2021 | 4/1/2021- 4/30/2021 | OVERALL TOTAL |
|-----------------------------------|------------------------|------------------------|------------------------|------------------------|------------------|
| INCOME | | | | | |
| Interest Income | 0.03 | 0.03 | 0.05 | 0.08 | 0.19 |
| FROM 0813 GENERAL FUND MM | 5,000.00 | 10,000.00 | 6,000.00 | 6,000.00 | 27,000.00 |
| TOTAL INCOME | 5,000.03 | 10,000.03 | 6,000.05 | 6,000.08 | 27,000.19 |
| EXPENSES | | | | | |
| 3290 Checklist for Annual Meeting | 0.00 | 0.00 | 25.00 | 0.00 | 25.00 |
| 3290 Dam Registration | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 |
| 4130-4139 Stipend Adams P | 60.00 | 60.00 | 30.00 | 30.00 | 180.00 |
| 4130-4139 Stipend Adams R | 0.00 | 0.00 | 0.00 | 30.00 | 30.00 |
| 4130-4139 Stipend Bakos R | 30.00 | 30.00 | 30.00 | 30.00 | 120.00 |
| 4130-4139 Stipend Chmielecki S | 30.00 | 30.00 | 30.00 | 30.00 | 120.00 |
| 4130-4139 Stipend Ferber C | 0.00 | 0.00 | 0.00 | 30.00 | 30.00 |
| 4130-4139 Stipend Leboeuf D | 30.00 | 30.00 | 30.00 | 30.00 | 120.00 |
| 4130-4139 Stipend Lemein T | 0.00 | 0.00 | 0.00 | 30.00 | 30.00 |
| 4130-4139 Stipends Dow, R | 30.00 | 30.00 | 0.00 | 30.00 | 90.00 |
| 4194 Electric | 17.10 | 0.00 | 33.55 | 0.00 | 50.65 |
| 4194 Propane | 0.00 | 0.00 | 41.40 | 0.00 | 41.40 |
| 4196 Insurance Prop & Liability | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00 |
| 4312 Roads | 3,680.73 | 7,255.00 | 5,389.80 | 0.00 | 16,325.53 |
| 4711 LTB Interest | 1,781.25 | 0.00 | 0.00 | 0.00 | 1,781.25 |
| TOTAL EXPENSES | 8,359.08 | 7,435.00 | 5,609.75 | 240.00 | 21,643.83 |
| OVERALL TOTAL | -3,359.05 | 2,565.03 | 390.30 | 5,760.08 | 5,356.36 |

Balance of Operations Checking Account # 8199 as of 4/30/2021 \$ 11,975.87