**SAWYER LAKE VILLAGE DISTRICT**

**BOARD OF COMMISSIONERS’ MEETING**

**June 17, 2021**

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

**Meeting came to order at 6:00 PM. The Minutes from the May 20,2021, meeting were read, seconded and accepted with changes.**

* **Dam: There isn’t much going on with the dam right now. Rich reached out to Bob Carter from NH Dams to see if there was any news for the District. Bob Carter said that he would be having a meeting with the State after the fourth of July.**
* **Beaches: All the beaches have been raked and are in good shape. They will be raked again before the fourth of July. Two rafts have been sold for $200 each and the rest were destroyed. Last month it was brought up that we should completely close in the swim areas at the beaches. Hopefully it would keep the swimmers out of the boat areas. Rich Adams thought this would be good idea and would put it in next year’s budget. Claudia stated that she needed a letter stating that the rafts had been destroyed. Dave brought up the Geese problem that needs to addressed for next year. The walkway between Beach 1 and Beach 6 is covered with their excrement as are many of the beaches. Dave put pinwheels at Beach 2. Walking by he noticed the pinwheels spinning like crazy and a duck sitting right beside it. It was also stated that if you call the state in February, they will come out in the spring to take care of the geese. Bob also repaired the parking lots on Beach 1 and Beach 5. With Frank’s help he placed the cement barriers on Beach 1.**
* **Roads: The roads are all in decent shape. Bob was worried about the recent downpour we had, but after checking the roads, he was pleased most were fine. The biggest problem is still people blowing their leaves into the culverts and blocking them. Dave brought up that maybe we could post on the town website about not blocking the culverts.**
* **Treasurer’s Report: Claudia passed out copies of the bank statements from April and May for the two accounts to be initialed by the commissioners. There was a reconciliation report attached. This puts us in line with the state (DRA) when we have our audit.**

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* **Treasurer’s Report continued: Things seem to be going more smoothly with the Bank of NH. Having some trouble with the email, but have spoke to a person at the bank, and asked them to please fix it. Claudia’s plan is in July to have a comparison of the actual expenses versus the budget because it will be half way into the year. This will help planning the 2022 budget. This year we have to bring our budget to the town for them to sign off on it. Penny at the DRA stated that this is the correct way to do the budget. Penny stated that she had many conversations with previous people and it was not done. Penny felt with the new people that were elected, we should be able to be in compliance.**

 **Claudia was trying to set up direct deposit with the Bank of NH. The person she spoke with said the bank didn’t realize how many people use direct deposit. To set this up there would be a $25 fee every month to have this. Claudia explained that we have $180 each month that we would be direct deposit and this charge would not be fiscally responsible to pay $25 a month fee. The bank representative spoke with her superior and she said they would waive the fee.**

**The W9’s are coming in. There are only a few vendors that haven’t sent them in and I have sent out reminders. Claudia also asked the District’s vendor for their Certificate of Liability.**

**Mike Griffin (District Auditor) and Claudia met to do the 2020 Audit. Penny from the DRA stated that we were not using the current form. Claudia sent the Commissioners the form to sign off on so we would be in compliance.**

**Claudia stated that the Town Budget Committee would be having its meetings and she has called the town to find out when these meetings are. Claudia has finished a review of all the financial records. She has already, at previous meetings, gone over all the things that need to be done to be in compliance. We have no bank statements for the year of 2016. To get new statements we would have to pay. Claudia suggests we just sit on it and if we get audited we can pay for new statements. Claudia stated there is a bill in the statehouse saying that all elected officials are held personally responsible for their decisions.**

 **Claudia brought up about going to the Selectmen’s meeting about the conditions of the District roads. Bob stated they will be working on the roads next week starting with Sawyer Lake Road to Ash Avenue going to the brook before Third Beach.**

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* **Treasurer’s Report, Continued: Claudia called the town and spoke to Brie at the town hall and asked for a list of property owners in the District. Brie gave her a list with all the roads and the roads the town is responsible for. Claudia felt we should have some data to show the town. There are 464 owners, 174 owners are on the five roads the town is responsible for, and 290 owners on the roads the District is responsible for. I have current list of the registered voters. I was going to crosscheck who is a registered voters and who is a property owner. This way we might have better feel for who’s a resident. We wouldn’t be able to capture the renters, but we would know the registered voters. Claudia is working on a financial portfolio to show all our properties, and our accounts. I’m hoping to have this done by September. Claudia then went over the expenses for the month. Claudia is going to go into the closet to start straightening things out. She would like to find the deeds to the land that the District owns and any papers that show ownership of the dam. Claudia has a list of all the documents that we need to have according to the RSA’s. She will post it on the closet door so all will know what needs to stay and not throw it out. She has highlighted what’s applicable to us.**

**Claudia spoke with Heather in the townhall to ask why we aren’t on the Town’s Annual Report. Heather was under the impression that we publish our own report. We do not. Heather will give us a page in the Town Report. In July my goal is to provide you with a draft of the Financial Reports and Procedures. The Commissioners can look at it and then we’ll discuss it in August. She has also sent everyone the Right to Know because we are using email now. Also getting our minutes posted in a timely way. Claudia also sent out the Oath’s of Office to be signed. Paula Adams, Clerk, and Bob Dow, Road Agent, need to be sworn in.**

**The reason that our insurance went up is because of what we thought was worth. That’s why the cost went from $800 to $1200. The building is assessed for $67,300 and the land is assessed for $55,900. We are up for renewal with Primex this month (June). We need to let the insurance company know there is no running water or bathroom facilities. Rich asked if we could get an insurance rep out to speak with us? Some of our properties, the rafts, and the dam are not listed on the policy. Claudia will call our representative about a meeting.**

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* **Treasurer’s Report, Continued: Claudia made a draft with a brief description of the District for everyone to look at. If they liked it, it could be put on the Website.**

 **Operating Account: $ 3,100.02**

 **General Fund: $137,504.05**

 **Treasurer’s Report was seconded and accepted.**

* **Open Forum: A person volunteered to purchase two swans for Beach 2 to see if they worked. It was brought up that the swans have to be put out before the season starts, but we could try next year. They have to be moved every week.**

**David mentioned that a place was broken into at Beach 1. There was a police report filed. There was also a picture from their game cam.**

**Paula Adams, Clerk, and Bob Dow, Road Agent, were sworn in.**

**Meeting was adjourned at 7:06. This was seconded and accepted.**

 **Paula Adams**

 **Clerk**