

Sunray Shores Water District
P.O. Box 100
Winnisquam, NH 03289

Annual meeting of the Sunray Shores Water District

May 4, 2019

The annual meeting warrant for the Sunray Shores Water District was posted on April 15, 2019. The meeting was held at 9:00 A.M. at the Corner Meeting House, 15 Sargent Street in Belmont. President Rodney Glass opened the meeting and the following articles were presented and discussed.

Article 1:

The minutes of last year's Annual Meeting were read by Sharon Hampton, acting Executive Secretary.

The past budget meeting minutes included discussion of past fees collected in 2017 being inadequate to establish a capital reserve fund initially due to expenses exceeding revenue for system maintenance.

The town of Belmont 2018 warrant article passed so the foot bridges and adjacent property reverted ownership to the Sunray Shores Water District. There was a question as to whether the insurance was amended to include the foot bridges and adjacent land in our current policy coverage. The company will be contacted to see if that was done.

Gilford Well presented a long-range plan for maintaining and upgrading our district water system. The annual dues increase will commence in 2019 to include an additional appropriation of \$330 per household to be set aside in a capital reserve fund as a proactive measure for system repairs and upgrades. There will be a warrant article for the 2019 meeting.

There was also a question as to whether a registered letter was sent to Gilford Well regarding repairs only be implemented if preapproved by a board member and failure to obtain prior approval, or assessment by Gilford Well if it was the home owner's fault, responsibility for the repair would be at the property owner's expense. The files will be reviewed to determine if this was sent.

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There was a discussion about who could vote at our meetings. The response was that even though home owners may be present and have a voice, only Belmont residents are able to cast a vote. It was stated our bylaws state a quorum of 2/3 is required. The Sunray Shores Improvement Association president, Mike O'Brian, will ask advice from legal counsel to see if there is any difference now that we are part of the town water village.

A motion was made to accept the minutes as read by Ed Stephenson and seconded by Bob Bolduc. The motion passed.

Article 2:

The treasurer Sally McFadden relocated and was thanked her for helping to automate some aspects of the budgetary system.

The acting treasurer, Lois Yeadon read the treasurer report. The 2018 budget appropriation reflects revenue of \$27,600. Predicted expenses of \$28,240 and actual expenses of \$18,331.47. This was down as we had relatively lower breakage cost. There were only 3 repairs that needed to be addressed. The finish work of paving and lawn repair has yet to be completed. It was noted that only one member had yet to completely pay 2018 dues. The CD of \$23,971.04 was rolled over for a period of one year to mature on 3/12/2020.

Rod Glass mentioned the delay for repaving was due to cautionary action anticipating the cost of other potential repairs. Discussion ensued regarding town road agent, dig safe and Gilford Well notifications.

There was discussion as to the ease to withdraw fees from the town of Belmont as we are now a Village Water District. Commissioners are responsible for overseeing maintenance expenditures. Any bill submitted for payment will be withdrawn from our monies by the town.

There was a discussion that our new total of fees, if Warrant Article 3 passes, of \$630 are comparable to other water districts in the state, with the average being \$550/year.

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There was a question regarding if interest accrued from our accounts would be retained by the town of Belmont as we are a town water village. The answer provided was no, that they are still our accounts.

Vivian Glass motioned to accept the Treasurer's Report as read. LuAnn Stephenson seconded the motion. The motion passed.

Article 3:

A warrant article was presented for \$32,00 for to establish a Capital Reserve Fund. The capital reserve fund will be established after all monies are collected. A one-time deposit to the capital reserve fund must be completed by December 1st. The Town of Belmont will oversee our funds as we are now a town water village.

Denis Duval motioned the vote. Bob Bolduc seconded. All members present unanimously voted and signed their acceptance to establish the Capital Reserve Fund.

Article 4:

New business: David Reinauer, Rod Glass and Ed Stephenson met with Cindy Klevens from the Small Water Systems group at NHDES on April 30, 2019. David reported:

DES in Concord had a workshop about the process for applying for an infrastructure improvement loan from the Drinking Water State Revolving Fund (DWSRF). Here is a very brief summary:

- Drinking Water State Revolving Fund (DWSRF) provides low interest loans to upgrade drinking water infrastructure for water systems in NH.
- Small water systems like ours are given a priority.
- Preliminary application is due June 14.
- Approved Project list is published in July.
- Final application is due in May 2020.
- As an example, a \$500,000 loan for 20 years at 2% would be repaid at \$30,348 a year. For 96 homes, that is \$316 a year.
 - Note that DWSRF loans can only be used for infrastructure improvement, not maintenance
 - We can apply for this loan in the next year or two once we have caught up with maintenance

Sunray Shores Water District, SSWD, will not apply for a DWSRF loan this year.

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- SSWD needs to get caught up on our maintenance tasks in the next year or 2 using the ~30,000/yr that we will receive from the increased rates
 - Locate all home shutoff valves and repair as necessary.
 - Test all shutoff valves.
 - If possible, locate zone shutoff valves.
 - Test blow off valves and repair if needed.
 - Map system.
 - Develop an asset management plan.
- Three grants are available to help with maintenance
 - Record Drawing Grant
 - Funds to prepare and update system infrastructure drawings
 - \$1500 maximum grant with matching required
 - Leak Detection Grant
 - Acoustic leak detection survey
 - No maximum, no matching
 - Must have good record drawing first
 - Will apply once we have updated system drawings
 - Asset Management Grant
 - Develop or expand asset management activities (inventory, financial, implementation)
 - \$20,000 maximum grant, match required.
 - Apply in Fall/Winter
 - Workshop on application 02Oct2019
 - Luis Adorno is the DES lead on asset management grants.
 - We will determine what we need to spend (and can afford) at that time.
- Other items discussed:
 - We should be looking to install pump runtime meters and flow meters to help with leak detection, etc.
 - Cindy provided a list of engineering firms we can enlist to help with infrastructure planning.
 - Rod brought up problems in keeping drainage pipes cleared. A couple are currently blocked causing the well area to flood.
 - This work could possibly be included in the projects for the future DWSRF loan

David Reinauer was nominated to be the SSWD representative to enter into grant agreements by Bob Bolduc and seconded by Vivian Glass. There was a unanimous vote by members to authorize David and to submit for the Record Drawing Grant.

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The question arose to timeline for implementation of grants. David answered the state decides on subcontractors based on bids. Another concern arose about the difficulty of grant writing. The response was that the state has templates and examples, such as how user friendly the Milfoil grant is. The next step is Leak Detection, conducted annually, once the mapping is complete.

High water and flooding is present by the well heads and culverts. Rod and Vivian Glass, who live closest, will watch for beavers and notify the HoBo Railroad to auger two of them if necessary and monitor the one the Winnepesaukee Sewer System oversees. The Glass' requested anyone who walks by keep an eye on them and notify the Commissioners if they are not in town.

Outgoing Head Commissioner Rod Glass was thanked for his service.

Article 5:

The Sunray Shores By-Laws state officers shall be comprised of a one-year term for the President/Head Commissioner, Executive Secretary and Treasurer and two-year terms for the Board of Directors/Commissioners. Lois Yeadon nominated and Denis Duval seconded David Reinauer as President/Head Commissioner. David accepted. The nominations for the Board of Directors/Commissioners were Warren Yeadon, Kevin Hampton and Tom Darragh(pending formal establishment of residency) by Lois Yeadon and seconded by Bob Bolduc. All accepted appointments. Lois Yeadon was nominated as Treasurer by Sharon Hampton and seconded by Vivian Glass. Lois accepted. Lois Yeadon nominated Sharon Hampton for the position of Executive Secretary and Marilyn Bolduc seconded. Sharon accepted. There was a unanimous vote to accept officers as nominated by members present.

The slate of officers for 2019 are as follows:

President/Head Commissioner David Reinauer (term ends 2020)

Commissioner M. Kevin Hampton (term ends 2021)

Commissioner Warren Yeadon (term ends 2021)

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Commissioner	Thomas Darragh	(term ends 2021)
Treasurer	Lois Yeadon	(term ends 2020)
Executive Secretary	Sharon Hampton	(term ends 2020)

A motion to adjourn was made by Rod Glass and seconded by Vivian Glass. The meeting was adjourned at 10:00 A.M.

Respectfully submitted,

Sharon M. Hampton