APDVD Annual Meeting Minutes
Friday, July 10, 2025
Camp Morgan Lodge
at 7:00 pm

Meeting called to order: The moderator called the meeting to order at 7:00 pm.

Opening statements:
Rich Andrusiak (moderator) welcomed all attendees and motioned to allow all meeting attendees to comment during the meeting. Attendees were reminded that only Washington registered voters living in the APDVD District are allowed to vote during the meeting. Motion carried.

Article 1:
To vote to elect by official ballot, one commissioner for one year, one commissioner for three years, a moderator, a clerk, and an auditor, each, for a one year term.

Gary Carney was nominated (and seconded) to serve as commissioner for 1 year. Motion carried.

Joe Shea was nominated (and seconded) to serve as commissioner for 3 years. Motion carried.

Rob Mitchell was nominated (and seconded) to serve as moderator for 2 years. Motion carried.

Susan Collins was nominated (and seconded) to serve as clerk for 2 years. Motion carried.

Shirley Mahaffy was nominated (and seconded) to serve as auditor for 1 year. Motion carried.

Article 2:
To hear reports of all officers, committees and agents of the Village District and take any action in relation thereto.

Gary C. addressed the on-going repairs for the high hazard dam. Work is underway to update the hydrology and required design/flow capacity.

Mike C. reported they hired a new engineering firm. The new firm is refining the hydrology and preparing a more detailed plan and cost estimates (expected within weeks/early fall). In the meantime, they're doing maintenance: clearing brush on top of the dam, and repairing/redoing parts of the gatehouse structure (wood siding, painting). They're also coordinating for a required DES biannual inspection.

Regarding lake levels the commissioners reported the gate has remained shut since about a week and a half after Thanksgiving last year, though water levels fluctuate due to upstream inflows; the dam face was recently inspected and looked sound. They're also pursuing better level monitoring (potentially an electronic system that records measurements frequently, plus possibly a staff gauge) and have been doing seepage monitoring with reports indicating no seepage.

Treasurer Report:

Financially: insurance costs decreased (from $2,139 to $1,978) due to fewer claims, but the state dam registration fee doubled (from $1,500 to $3,000). They reported current balances: about $324,653 in capital reserve/donation accounts plus about $79,486 in checking, totaling roughly $404,139. Annual normal operating costs are about $48,000, and this year's request is expected to be lower than last year.

Most of the key spending pressure is the hydrology/design-driven repair plan, which previously had only a rough estimate (around $500k+), and the group is trying to get a refined project "menu" with priorities and costs before deciding how much additional funding to raise (they mentioned an article aiming to increase reserves to around $350k).

They ended with discussion prompts/questions about budget items and drawdowns (standard expectation that major drawdowns won't recur for about five years), and noted the state Department of Revenue ultimately sets the tax rate based on the approved budget and other factors.

Article 3:
To see if the village district will vote to raise and appropriate the budget committee recommended sum of ${29,000} for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required) The commissioners recommend this appropriation.

To raise an appropriate sum of $29,000 for the purpose of:
Administrative expenses $10,000
Legal expenses $3,000
Operation, maintenance and repair expenses of the dam $8,000
Insurance $4,000
Dam registration fees $3,000
Regional association fees $1,000
The Commissioners recommend this appropriation.

There was light discussion about the budget. A motion was made to pass the budget and motion carried.

Article 4:
To see if the Village will vote to raise an appropriate to sum of $27,000 to be added to the Ashuelot Pond Dam Capital Reserve Fund, previously established. The Commissioners are agents to expend. The Commissioners recommend this appropriation.

There was light discussion about article 4. A motion was made to accept the $27,000 and motion carried.

Article 5:
To see if the Village will vote to approve bylaws to provide additional structure to Village governance. The draft bylaws can be found on the website www.apdvd.org.

There was discussion about the bylaws and suggestions for modifications.

The draft bylaws are "foundational" and light: they outline officer responsibilities, eligibility /terms, financial transactions, meeting governance, applicable regulations, audits, enforce ment, amendments, and communications.

It includes rules meant to ensure governance structure and compliance (with mention that they're trying to align with state requirements and avoid unnecessary deviation).

Communications and recordkeeping are addressed, and the bylaws set general processes for meetings and voting as supported by state law.

Summary of comments:

Meeting authority: Add clear language on how commissioners can call meetings/special meetings.
Membership/voting: Define who qualifies as a "member" and ensure voting eligibility is clearly tied to state law (e.g., non-resident owners may not vote).
Communications/records: Clarify that written communication (email/mail) is for docum entation and for obtaining responses.
Quorum/meeting threshold: Clarify quorum and when discussions count as an official meeting requiring proper public notice.
Notice requirements: Specify how meeting notice is given and whether **14 days** is sufficient/adequate.
Statelaw alignment: Keep the draft aligned with state law and (where helpful) reference the applicable RSA to avoid ambiguity.

Reminder that state law needs to be followed.
A motion was made to accept the bylaws (and seconded) and the motion carried.

Article 6:
To transact any other business that may legally come before this meeting.

Next annual meeting: Friday, July 9, 2027 at 7:00pm

Bank account: By state law Mike cannot write checks the only person who can write a check is the treasurer. A motion was made to add Mike (Michael) Collins to the bank account in addition to Peggy Carney, remove previous commissioner Joseph Belcastro, and recognize new clerk Susan Collins. Motion was seconded and the motion carried.

Deep drawdown: Discussion about the previous deep drawdown with a focus on why the lake level didn't drop as quickly as expected. Discussion shifted to shifted to improving measurement and transparency:

Add realtime/recorded instrumentation (hourly data via vendors is being considered) and ensure accuracy after installation.

Install a staff gauge mounted on the dam face for simpler, discrete lake level readings.

Reiterate that there's already substantial video documentation of gate operations but will also take photos to post to the website.

Adjournment:
Motion made by Rich Andrusiak to close the meeting. Everyone seconded. The meeting was adjourned at 7:58 pm.

Meeting minutes prepared by

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