

**MINUTES OF MEETING
SOUTH MAIN STREET WATER DISTRICT
MONDAY AUGUST 28, 2020
7:00 PM
WARREN TOWN HALL
WARREN, NH**

ATTENDEES

Sen Bob Giuda, Moderator
Tom Toomey, Commissioner
Merv Newton, Commissioner Administrator
Chris Bowman, Commissioner
Bob Bowman, Treasurer
Rick Meyers, Clerk
Trish Meyers, Auditor
Stillman Lowell
Kelly Lowell
Vinnie Mastroianni
Sue McLean
Cindy Bemis
Mike Emley
Sean Donahue
Sandy Donahue
John Cyr
Elizabeth Cornell
BJ Newton
Don Bagley
Jonathan Cyr
Brian Flagg
Gary Smith
Heather Smith
Scott Clang, Granite State Rural Water Assoc.

AGENDA

Develop the new By-Laws
Bob Giuda opened the meeting at 7:15 by stating we need by laws
By laws for Warner Village Water District were passed to each attendee
Discussion followed

Article I

Section 1; The name of the District shall be:
Merv Newton suggested we change the name.
Other attendees said no

Bob Giuda motioned to take to a vote to keep the present name, South Main Street Water District

Everyone attending said yes with the exception of Merv Newton, who was opposed.

Article II was read will remain as read

Article III

Section 1 and 2 were read and will remain as read

Section 3

Terms and Conditions will be adjusted to read Rules and Regulations where mentioned in any further articles as well

Article IV

Section 1, 2, 3 were read and will remain as read

Article V- Meetings

Section 1: The annual meeting of the SMSWD shall be held on the third Tuesday in March Each Commissioner serves three years and no background check is required.

Section 2: Special and Emergency Meetings may be called within twenty four hours, as provided by NH Law, NH Revised Status annotated.

Section 3: Regular meetings of the SMSWD shall be held quarterly and place of such meetings shall be announced by the Commissioners. These meetings will be open to the public.

Article VI. Officers

Section 1; Bob Giuda stated that we need three Commissioners. Bob Giuda then nominated Vinnie Mastroianni as Commissioner- at -Large. He asked the attendees to vote and it was unanimous yea's.

Merv Newton then stated that the SMSWD would need a computer, printer, software, Quickbooks and anti virus software to be purchased and provided to the Treasurer. Moved by Merv Newton and seconded by Mike Emley.

Merv stated the Treasurer and Administrator need to be bonded.

A move was made to authorize and hire;

The Commissioners to find and hire a Certified Water Operator

A motion was made by Merv Newton to find a Certified Water Operator. Whether to hire or contract out. . Question was asked if the state can act as a certified operator. Motion was passed to look into hiring an operator. All in favor. Rick motioned and Sean seconded

Section 2 and 3 were read and will remain as read

Article VII Duties of the Officers

Section 2

A. The Commissioners are responsible fo the planning operation, maintenance and administration. They may appoint agents, other representatives and committees to assist

B. Treasurer: Duties include providing to each Commissioner, a monthly statement of District receipts, funds remaining unexpended, capital and other reserve account balances,

monthly bank statements and reconciliations, arranging for temporary notes and other financing as authorized by vote of the District: assisting the Commissioners in the preparation of annual budgets, the preparation of required reports to all appropriate state agencies: and providing an annual financial statement to be published in the Annual Town Report. Merv Newton stated the Treasurer needs to be bonded .

Article VIII. Financial transactions

Section 1 and 3 were read and accepted and will be appropriately worded for the SMSWD

Article IX-Audits

Section 1

Merv, Don Bagley and Bob Giuda discussed the benefits of a licensed CPA

Section 2

The word Auditor will be changed to CPA. Reviewed and accepted

A discussion followed about storing all the SMSWD data on the Cloud. .

It was suggested that PRIMEX Ins bond the Treasurer. Vinny offered to call PRIMEX Ins.

There was a discussion regarding whether all water users get to vote.

Section 1. Review report of the Treasurer's accounts and finances of the District shall be conducted annually a licensed CPA

Section 2: The Licensed CPA shall carefully examine the accounts of the Treasurer and of any other Officer or agent handling funds of the District at the close of the fiscal year and at other times whenever necessary, and report to the District whether the same are correctly cast and well vouched. The Treasurer's report also be published in the Annual Town Report and include a statement of the verification and the Treasurer's bond.

Article X-Amendments

Section 1: These by-laws may be amended at any Annual Meeting or Special Meeting called for this purpose by a majority vote of the legal voters of the District present and voting at such a meeting, provided an article in the Warrant states that certain changes are to be considered at such meetings. Copies of proposed changes shall be provided by first class mail to all customers of the District, thirty days prior to any meeting which amendments will be considered.

It was suggested all members of the District will get thirty days notice about meetings sent by First Class Mail

Bob Giuda made the move to accept the amend by-laws, All in favor. Unanimous Yea's, one Nea.

Merv Newton announced his resignation. SMSWD now will need an Administrator. A Motion was made to have Commissioners find an Administrator on a temporary basis to manage the affairs of the SMSWD

Rick Meyers made the Motion to hire an Administrator. Sean Donahue seconded the motion All in favor.

Bob Bowman then announced his resignation as Treasurer and Commissioner Chris Bowman followed with her resignation as Commissioner
Trish Meyers resigned as Auditor
Rick Meyers resigned as Clerk

The letters of resignation were brought up to the table

Tom Toomey introduced the need to purchase a Trencher and have the SMWD purchase and own the equipment.

A motion was made by Merv to purchase and own the equipment. Mike Emley second the motion

Call to Adjourn

Next meeting Sept 10, 2020 6:30PM