

Pillsbury Lake Village District
Monthly Meeting
9/22/2026

Meeting Called to Order 5:00 pm

Roll Call: Chairman Michael Malecha, Commissioner Heidi Babb, Commissioner Kirbie O'Brien, Treasurer Jamie Dow,

BrendaLee Bradt, Georgette Bachelder, Christie Holland, Marylou Maraganis, Sandy Estep, Dan Knapp and Amanda Espisito

On Zoom: Clerk Alison Scott and John Goodwin

Action Items

- Alison Scott - Help with installation of the new meter endpoint boxes, without needing to enter crawl spaces.
- Alison Scott - Record the approved capital-reserve withdrawals, including amounts, purposes, and funding sources, in the meeting minutes.
- Compile the Franklin Pierce roof and related maintenance items into a task document for potential infrastructure funding.
- Add system flushing and recent water-pressure issues to the list of questions for Aquaman.
- Send Kirbie a list of the website materials needed so the historical documents can be uploaded.
- Cancel the GoDaddy service for the district website.
- Order and install a sign prohibiting unauthorized vehicles and directing disc-golf visitors to park near the playground or sports field.
- Proceed immediately with purchasing and deploying the new meter-reading equipment for the water-system homes, using the water capital reserve fund and seeking reimbursement from the Innis funds when available.
- Compile the district's onboarding and operating procedures into a written cheat sheet or binder for board continuity.

Minutes

August meeting minutes were approved.

DES Grant and Infrastructure Updates

Chairman Michael explained that project timing is complicated by the need to balance land purchases, generator relocation, and propane tank work against approaching winter.

Work cannot proceed until after October 21st, but all funds must be spent by May 31st to avoid issues with state-level regulations. A generator move is scheduled pending the October 21st date, and a land purchase agreement is expected to close in November. The Peninsula tank requires a deficiency correction involving an inspection and the installation of a hatch, costing approximately \$5,000 each.

Generator

The board discussed using Innis funds for the generator pad and propane reconnection once costs are finalized by Yastransky. Micheal noted that the Peninsula tank serves as a vital backup for the Franklin Pierce. This project involves moving and servicing the generator at Franklin Pierce, at a cost of approximately \$7,200 for the pad and pad-related tasks, with additional costs for propane reconnection and propane tank relocation.

Meter Reading

Commissioner Heidi proposed a switching from Census equipment to Neptune as it is a more cost-effective efficiency improvement. The initial cost is roughly \$7,700 plus an annual service fee of \$629, compared to the existing Census system's \$4,000 annual fee. The board voted to move forward with this. The transition will be funded through capital reserve funds rather than increasing water bills. Volunteers were requested to assist with the physical installation of the new endpoint boxes on 35 households.

Website Development and Communication

Commissioner Kirbie and Chairman Michael discussed updating the district website with historical minutes and reports to improve transparency. The board plans to use the website's subscription feature to notify residents about water outages or other important updates. Discussion occurred regarding the difficulty of finding the district's new Facebook page and the potential for a small investment in mailers to increase awareness. The team is working to finalize the website, which is currently about 80% complete.

Security and Connectivity Upgrades

Commissioner Kirbie is leading an effort to install security cameras at Jeff's Landing, the ball fields, and the Franklin Pierce Well House. Internet access is being pursued for the Franklin Pierce house to allow for remote monitoring.

Financial Approvals and Voting

- The board collectively voted to withdraw funds from various capital reserve accounts for several necessary projects.
- Approved expenditures include \$8,317.75 for meter equipment, \$16,000 for land near Franklin Pierce, and \$4,925 for the Peninsula tank hatch.
- An additional \$4,700 was approved for dam maintenance, specifically tree clearing and brush removal.

Community Storage Proposal

Chairman Michael proposed to allow residents to park boats, RVs, or campers on the field during winter months on a first-come, first-served basis. Concerns were raised regarding potential damage to the grass, liability issues, and the risk of abandoned vehicles. The board decided to drop the immediate proposition but suggested gathering more community input via a questionnaire on the website or at the March meeting.

Lake Vegetation Management

Chairman Michael reported on an end-of-summer cruise where water lilies and dense grass growth were observed throughout the lake. A professional company is conducting chemical studies on local plant specimens to develop an effective treatment plan for next year. Due to stricter DES regulations regarding native plants, the board expects a more complex permit process for upcoming treatments. A "Love Our Lake" meeting will be held in December to discuss treatment proposals and potential amenities like kayak racks.

Administrative Improvements

The board discussed creating a Standard Operating Procedure (SOP) binder or digital document to assist new members with onboarding. Michael expressed satisfaction with the current team's improved communication and collaborative working environment.

Treasurer's Report

The Commissioners voted and approved the following withdrawals from the capital reserve funds.

\$8,317.75 for TI sales for new meter reading equipment contract to come from the Water capital reserve fund.

\$16,000 for the land purchase from the Water capital reserve fund.

\$2,400.58 for the Aquamen invoice for rebedding the tank at Peninsula from the Water capital reserve fund.

\$4,925 for the Mass Tank Inspection deposit from the Water capital reserve fund.

\$4,700 for the Poulin invoices for the Dam cleanup from the Dam capital reserve fund.

Treasurer's report was reviewed and approved

Next months meeting is set for 10/15/2026 at 5 pm

Meeting is adjourned at 6:09pm

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Alison Scott Clerk