

Monthly Meeting of the Board of Commissioners

Emerald Lake Village District

April 13, 2017

147 West Main Street Suite 203, Hillsboro, NH

Present: Mark Rodier, Commissioner (in person)
Diane Cunningham, Commissioner (in person)
Debi Flanders, Treasurer (in person)
Kim Grondin, Clerk (in person)

ELVD Residents: Keith Huber, Dale Roy, Travis Roy, Christine Haynes, Jennifer Jameson, Dee McLaughlin, Denise Defrost, Rhayna Teich, Mark Martin, Joseph Feindel, Eileen Feindel, Greg Klos, Lucille Klos, and Joseph Damour.

Pledge of Allegiance

The regular District Meeting with the Board of Commissioners was duly convened at ap. 6:03 pm at the ELVD District Office, as noticed, with a quorum consisting of two out of two Commissioners present. Mark Rodier and Diane Cunningham would like to inform everyone that the meeting is for the purpose of conducting central district business in a public format and on the public record. The main goal is for the district commissioners to approve vendor payments, discuss issues that need attention and to make official decisions on the issues, in part to allow the district to continue to run, maintain our roads and properties, and deliver safe clean drinking water to ELVD residents. The board will be discussing and voting on many issues tonight, which only the board can vote on these issues. Any public comment on an issue at hand must be recognized by the board and only within the public comment period. ELVD Commissioners are very happy that there are so many people are here tonight. If there are residents that would like to make public comment or have questions, there will be a public comment session. During the public comment session, commissioners are asking residents to please raise their hands, be recognized to speak, introduce themselves by name and address, and only address the body of the board. In order for everyone to be heard, we have reserved the right to limit speakers to two minutes. Any resident that raises their voice, becomes threatening, lacking in good taste or causes violence, will be immediately asked to leave. Once public comment session is over, we are asking everyone to quietly sit and observe the rest of the meeting or move to another location. Anyone who disturbs the meeting will be asked to leave. With that said, Commissioners would like to thank all residents attending the meeting.

1. Update from Joe Damour WSO+ about water system: Joe Damour states that the Mary Rowe well has not gained a drop but it is running and ELVD is getting water from it. Joe Damour had a phone conversation with Cynthia Clemens and Shelly Frost from DES with regards to the PH level dropping in the Meetinghouse well, which Joe explains he will do an evaluation and decide whether the PH level needs to be brought back up. DES would like to see 24 hour potential leak detection, as opposed to us doing it once a year. Joe Damour feels that we can move this up to do leak detection quarterly.

There are a couple leaks scheduled to be fixed on Monday on Kings Rowe and Turtle Bridge. Mark Rodier, Commissioner has asked Joe Damour about the zone meters, starting with Ellen Brook section. Joe Damour states that he is waiting for the nicer weather to come, so probably within the next month or so. Joe explains that these are basically zone meters for the sections of distributions of water, so WSO+ will know how much water is going through each zone and will facilitate and help identify where the potential leaks are a lot quicker. Mark Rodier, Commissioner states that these meters are roughly \$6000 starting from scratch but the one on Huntington (Ellen Brook section) will be roughly \$2500, as all the tie-ins are present and piping, so the pit has to be placed and then cut the meter into the pipe, so that one will not be as expensive. The other two zone meters will be placed in the Spring Street section and Emerald Drive section. Mark Rodier, Commissioner states that he will be discussing in more detail with Mark Martin, resident about the 7, 8, and 9 buildings and hopefully between these four projects, we can continue going forward with the pipe that we started last year. Joe Damour states that he would really like ELVD to look into getting the SCADA remote and monitoring system for each of these setups. He has to log in every morning, which gives him a good idea but once we can get all of them together, it will be more accessible to see remotely. Keith Huber, Resident asked what a SCADA is specifically. Joe Damour states it stands for Supervisory control and data acquisition, which is a control system that uses computers, networked data communications and graphical user interfaces for high-level process supervisory management, but uses other peripheral devices such as programmable logic controllers and discrete PID controllers to interface to the process plant or machinery. The operator interfaces which enable monitoring and the issuing of process commands, such as controller set point changes, are handled through the SCADA supervisory computer system. However, the real-time control logic or controller calculations are performed by networked modules which connect to the field sensors and actuators.

Mark Rodier, Commissioner states per Shelly Frost from DES that there are no new wells being put in and everything else is grandfathered in. Our water ban could actually go to the residents that live on Mary Rowe Drive. Commissioners do not feel the water ban will be lifted by DES. Mark Rodier, Commissioner explains that he understands that people want to pressure wash their houses and lets residents know that there is a pressure washer guy that trucks in water available.

Joe Damour explains to the residents that “if it makes residents feel any better, I have been running ELVD since 1992 and when I first came, there was no way to tell how much water anyone was using but at this point, we are using about the same amount of water then as of now. I feel ELVD has come a long way with the improved pipeline around the lake, mains that have been replaced, etc. and ELVD has received more than the life expectancy”.

2. Approval of prior meeting minutes: Mark Rodier, Commissioner explains that he did not have time to get the minutes printed off and approved but there are no corrections to be made from the draft, so they will be ready at next month’s commissioners meeting to be signed off on.

3. Review and sign bookkeeper contract for Monique Muise: Mark Rodier, Commissioner states that they are hiring an actual bookkeeper that knows QuickBooks “like the back of her hand” and can help assist Debi Flanders, Treasurer. Monique Muise will be a self-employed contractor of \$350 a month and if there is anything over and above, as far as QuickBooks, Microsoft documents, etc. she will receive \$25 an hour. Motion was made to sign contracts, seconded and approved.

4. Log-me-in account discussion: Debi Flanders, Treasurer would like to get a log-me-in account. As of right now; she only has QuickBooks at desktop version. Debi states that every time the auditors contact her, she has to run down to the office, which consisted of twice, just today. She states that if she had this log-me-in account and she was home or at work, she could just go on the computer and look up what is needed for ELVD. Debi Flanders, Treasurer is asking Mark Rodier, Commissioner and Diane Cunningham, Commissioner if ELVD could purchase this program for the computer at the office. Debi Flanders, Treasurer also states that when there is an emergency water turn on and turn off, we have to do a statement and a lot of the time, she is at work or home and if she was provided with this program, she can log into the office computer remotely; rather than traveling to the office. Keith Huber, resident asks who should be doing this, as the first statement was "I have to do QuickBooks but didn't we just hire someone to do QuickBooks". Debi Flanders, Treasurer explains that Monique Muise, Bookkeeper puts the bills into QuickBooks but doesn't do invoices, as that is what I do". Debi Flanders, Treasurer states "legally there should not be a lot of people on this program." Keith Huber, Resident would like to know if this is the only log-me-in program around. Debi Flanders, Treasurer will look around and do some more research for the best price and best program to serve us, as well as speak with PC Masters to see what they recommend. Commissioners will keep us updated on this.

5. Finances:

Update of Accounts: All bills are up to date and current. A financial report/balance sheet and current bank statements were available for all residents to view and bring home copies, if they wanted to. Bill Payments for all vendors was reviewed, signed and dated by commissioners. Debi Flanders, Treasurer and Eileen Feindel both signed and dated the bank reconciliation summary.

Payment of Manifests: Water and general fund manifests were reviewed, signed, and dated by two out of the two commissioners. Water account balance for this month is \$121,017.86. Debbie Flanders, Treasurer explains that \$102,176.76 is for the Phase 1 Bond payment for the water project, which is the annual fee. General account balance for this month is \$10,162.64. Debi Flanders, Treasurer explains that she could only produce the general reconciliation because the water reconciliation is being audited at this present time, due to a .44 issue, which she knows where the problem is but it will not correct itself. Debi Flanders, Treasurer will get back to us on this. Debi Flanders, Treasurer also has made copies of all manifests for residents to review.

6. Update on RCAP income survey and mapping: Mark Rodier, Commissioner explains that he discussed with Kathy Rodgers from RCAP solutions about the surveys going to all the residents but the hard part is the commissioners don't know who is renting and who is not. Mark Rodier, Commissioner states that he is not sure if the residents that are renting can fill them out but Kathy Rodgers will get back to us on this topic. Debi Flanders, Treasurer states the state does not want to try and find grant money for "some ghost town that doesn't have residents", so they want to prove that we are using the water system and wants proof. Debi Flanders, Treasurer states that it is important to fill this survey out for the grants. Mark Rodier, Commissioner states that he will be posting on the website and Facebook for volunteers to help with stuffing envelopes, putting stamps on them, hand delivering of surveys, etc. Christine Haynes, Resident volunteered to help with stuffing the envelopes, as well as helping Eileen Feindel with some filing. Commissioners will keep us updated.

7. **Public Comment:** Christine Haynes, Resident states she feels that the commissioners are doing a great job.

Keith Huber, Resident asks “is there a reason why the agenda for tonight posted everywhere stated TBD rather than the actual agenda for the meeting”. Mark Rodier, Commissioner states that he produced the agenda on Tuesday and didn’t have time to post it but did post the meeting date and time.

8. **Reminders:** Commissioners would like to remind residents about the Easter egg hunt on Saturday April 15th. Mark Rodier, Commissioner states that he will not be opening the gate, as there is too much mud in parking lot. The egg hunt will be separated by age group, so all kids will have a chance. May 13th will be ELVD community clean-up, Mark Rodier, Commissioner states that he is looking into getting t-shirts for this event. Diane Cunningham, Commissioner states that May 28th is the first potluck lunch/dinner at Eastman Park.

9. **Next monthly Meeting:**

The next monthly meeting will be held on **May 11th, 2017** at the ELVD District Office 147 West Main Street Suite 203, Hillsboro, commencing at 6:00 pm.

Workshop meeting will be held on **May 3^d, 2017** at the ELVD District Office 147 West Main Street Suite 203, Hillsboro, commencing at 6:00 pm.

Annual Meeting will be held on **April 22nd, 2017** at the Elementary School gymnasium, Hillsboro, commencing at 10:00 am.

Whereupon there being no further business before the Board at this time, it was moved, seconded and unanimously voted the Meeting be adjourned.

Adjourned at 7:17 p.m.

By: _____

By: _____

Mark Rodier

Diane Cunningham

Board of Commissioners.

Certified by the Clerk: _____ 04-17-17