



EMERALD LAKE VILLAGE DISTRICT
HILLSBOROUGH, NEW HAMPSHIRE, 03244

Monthly Meeting of the Board of Commissioners

Emerald Lake Village District

April 12, 2018

ELVD Office, Main Street, Hillsborough NH

Present: Diane Cunningham, Chairman of Commissioners (in person)
Linda Whiting, Commissioner (in person)
Wayne Held, Commissioner (in person)
Jessica Vitkauskas, Treasurer (in person)
Kim Grondin, Clerk (in person)

ELVD Residents: Richard Whiting, Warren Fleck, Joseph Feindel, Eileen Feindel, and Deborah Kardaseski.
NON ELVD Residents: Michael A Bean, John Cooper, and Ian McGregor.

The regular Board of Commissioners Meeting was duly convened at approximately 6:01 pm at the ELVD office, as noticed, with a quorum of three out of three commissioners in attendance.

Pledge of Allegiance

It was announced by Diane Cunningham, Commissioner that the supervisors for the checklist are here and are available until 6:30 p.m. for residents to register to vote.

- 1. Bid Openings for H&H Drainage Improvement:** Diane Cunningham, Commissioner opened bids. LJM Construction from Hillsboro, NH placed a bid totaling \$106,750.00. MA Bean Associates from Sanbornton, NH placed a bid totaling \$49,000. Ian McGregor, Northpoint Engineers will be taking the bids and will advised commissioners. Commissioners will keep residents up to date.
- 2. Finances:** Jessica Vitkauskas, Treasurer states the water manifest balance is \$109,404.58, general manifest balance is \$7,440.89 and ELVD Bill payments to vendors is \$116,845.47. Motion was made by Diane Cunningham, Commissioner to accept financial statements, seconded and approved. All manifests, reconciliation summary and payroll summary were signed and dated by three out of three commissioners.

All paperwork is available for residents to review, as well.

The quarterly tax reports were reviewed by commissioners. Motion was made for Jessica Vitkauskas, Treasurer to sign and date the reports, seconded and approved. Reports were signed and dated by Jessica Vitkauskas, Treasurer.

3. **Meeting Minutes:** Workshop meeting minutes dating April 4, 2018 were reviewed. Motion was made to accept these minutes as is, seconded and approved. Minutes were signed and dated by all three commissioners.
4. **Old and New Business:** Wayne Held, Commissioner states that tomorrow (April 13th) will be the last day to apply for office. Absentee Ballots will be available from the clerk up until the morning of April 21st, 2018. Voting will start at 8:00 a.m. until 10:00 a.m. and meeting will begin at 12:30 p.m. at the HDES gymnasium. Supervisors of the checklist will be present. Wayne Held, Commissioner states that Article 2 will be discussed, and a ballot vote will be placed. ELVD needs 2/3 majority for this Article to pass. Annual reports are available here at the meeting, on the website and will be available on voting day as well.

Last month, Skippy's payment was not in the manifest and was adjusted that night at the BOC's meeting to be able to pay Skippy's invoice.

Motion was made by Diane Cunningham, Commissioner to pay the bond payment to DES, accepted and approved.

Diane Cunningham, Commissioner states that ELVD pays Monique Muise, bookkeeper \$25.00 an hour and Monique would like to know how ELVD is going to pay her for dealing with the questions on QuickBooks that she has had to in dealing with the auditors and mileage. Eileen Feindel, resident states she must come all the way from Bow and must drive back and forth six times trying to resolve these problems and gets \$350 a month for doing the bills, so feels this extra and is not in her contract. Diane Cunningham, Commissioner states that most of these questions from the auditors have been answered. Discussion was had on this topic, as well as a discrepancy with some funds. Debbie Kardaseski, resident states that she works with QuickBooks and its in the cloud, as she works on this program from her office, as well as her accountant works on it from their office, so no one has to travel. Jessica Vitkauskas, Treasurer states that is QuickBooks online and ELVD owns the desktop software that can only be accessed from the office. Jessica Vitkauskas, Treasurer will investigate this further and will keep commissioners and residents up to date.

Diane Cunningham, Commissioner states that in the fall the commissioners and residents started discussing water turn on and turn off fees and changing the dates of it. Wayne Held, Commissioner states that he will investigate the water regulations of this and get back to the other commissioners and residents.

Diane Cunningham, Commissioner received a letter from Underwood Engineers. ELVD received only one package for the RFQ for the water that RCAP sent out, so Kathy Rodgers extended the date till April 26, 2018 and we sent out an email to the engineers that were interested, and Underwood Engineers is wondering if they need to resubmit their RFQ, which remains unopened in the office. Wayne Held, Commissioner states that the requirements have not changed except for the date. Diane Cunningham, Commissioner made a motion to accept the RFQ from Underwood Engineers, seconded and approved.

Discussion was had about the new basketball hoop backboard at Eastman Park. Motion was made to purchase the basketball hoop, seconded and approved. Diane Cunningham, Commissioner will investigate it a bit more to make sure that the same one is bought. Residents can give donations to the commissioners, treasurer, mail in to the office, or give to Joe Feindel, resident.

ELVD clean up date is Saturday, **May 19th, 2018**. Residents can meet at the mailboxes at 9:00 a.m. Joseph Feindel, resident states that he has some volunteers coming this Saturday to help clean up Eastman Park. Wayne Held, Commissioner thanks and lets Joseph Feindel, resident know how much we appreciate his hard work.

Easter Egg Hunt has been rescheduled for Sunday, **April 29th**, starting at 1:00 p.m. at Eastman Park. Donations can be made to Diane Cunningham, Commissioner.

Jessica Vitkauskas, Treasurer asks the commissioners how they feel about changing the BOC's monthly meeting to the third Thursday of the month rather than the second, as a lot of the invoices do not come in before the second Thursday of the month. Wayne Held, Commissioner states that commissioners can have a workshop meeting at any time, as it is a working meeting and would like to continue as is.

There is a leak on Deerpoint Rd, Linda Whiting, Commissioner will contact WSO to let them know.

5. **Public Comment:** Debbie Kardaseski, resident asks why the annual report is from 2016 not 2017? Wayne Held, Commissioner states the auditors are working on the 2017 now and that will go into next years report. So, the 2016 audit report will go into the 2017 annual report and the 2017 audit report will go into the 2018 annual report.

Richard Whiting, resident asks about Article 2 the revolving loan and it needs 2/3 majority vote and if it does not pass, does that mean its canceled permanently or can it be reintroduced. Wayne Held, Commissioner states that he is not sure on that answer. Diane Cunningham, Commissioner will introduce this question to Kathy Rodgers and get back to the residents on this answer. Wayne Held, Commissioner states that he assumes that the loan can only be approved for so long before it goes away but not sure of the time constraints.

6. **Next Monthly Meeting:**

Next Workshop Meeting is **May 2, 2018** at 6:00 p.m. at the ELVD office on Main Street, Hillsborough, NH.

Next monthly Board of Commissioners meeting is **May 10, 2018** at 6:00 p.m. at the ELVD office on Main Street, Hillsborough, NH.

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

Adjourned at 6:46 p.m.

Diane Cunningham, Chairman of Commissioners

Linda Whiting, Commissioner

Wayne Held, Commissioner

Board of Commissioners.

Certified by the Clerk: _____ 04-14-18