



EMERALD LAKE VILLAGE DISTRICT
HILLSBOROUGH, NEW HAMPSHIRE, 03244

Monthly Meeting of the Board of Commissioners

Emerald Lake Village District

March 15, 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: Patricia M, Topper, Warren Fleck, Joseph Feindel, Eileen Feindel, and Richard Whiting.

Pledge of Allegiance

The regular Board of Commissioners Meeting was duly convened at approximately 6:04 pm at the ELVD office, as noticed, with a quorum of three out of three commissioners in attendance. The commissioners would like to inform everyone that the meeting is for the purpose of conducting 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 our residents. The Board will be discussing and voting on many issues tonight, and only the board can vote on these issues. Any public comment on an issue at hand must be recognized by the Board and only during the public comment period. During the public comment session, the 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 the public comment session is over, we are asking everyone to sit quietly and observe the rest of the meeting or move to another location. Anyone who disturbs the meeting will be asked to leave. With that being said, the Commissioners would like to thank all residents for attending the meeting.

1. **Approval of Meeting Minutes:** BOC's reviewed monthly meeting minutes dating February 15, 2018, as well as budget workshop minutes dating February 27, 2018, and workshop meeting minutes dating March 12, 2018. There are no changes to be made and all minutes were signed and dated. Motion was made, seconded and approved for final drafts to be posted. Wayne Held, Commissioner will provide Dave Stefanelli, Webmaster with the budget workshop minutes dating February 27, 2018.
2. **Finances:** Copies of Water and General Manifest were available to residents to view: along with Bill Payments for all vendors. Diane Cunningham, Commissioner made a motion to accept manifests, seconded and approved; as well as signed and dated by commissioners. There is a balance of \$18,615.49 in the water account and \$6,823.79 in the general account.
3. **Update on Easter Egg Hunt:** The scheduled Easter Egg Hunt to be held at Eastman Park is postponed, as there is still too much snow on the ground. New date is TBD, Diane Cunningham, Commissioner will keep residents updated.
4. **Update: Northpoint Engineering:** Diane Cunningham, Commissioner went to Concord today to meet with Kevin Leonard, Northpoint Engineering about the Hummingbird and Hemlock intersection. Kevin Leonard would like to know if commissioners would like a performance bond attached to each company's bid? Diane Cunningham, Commissioner explains "that means that they will go to their insurance company and get a performance bond for example \$50,000, which means if they do not do the work the way we want it, finish the job, etc., we have a way of getting our money back to complete the job." Diane Cunningham, Commissioner states "they stated that it's not a lot of money and they will work it right into the bid". Discussion was had between residents and commissioners. Wayne Held, Commissioner states he would like to do some investigating of this first and find out the cost. Diane Cunningham, Commissioner states Kevin needs to know right away because he wants to get the bid written up, so it can go into the paper. Diane Cunningham, Commissioner states "we are having a Prebid meeting at the intersection on **March 30, 2018 at 1:00 p.m.**, so anybody that wants to bid on it can come out and look at the actual site and see what needs to be done with it. On **April 12, 2018** at the BOC's meeting, we are going to have bid opening that night, so that will be the deadline on bids. Kevin Leonard will be attending that meeting as well to answer any questions from the bidders that would like to stay, as we open the bids. Somebody will be in the office that day to collect any bids coming in". Wayne Held, Commissioner states that the supervisors of the checklist for the annual meeting will be attending that night as well. Diane Cunningham, Commissioner states that DES is requiring a signature from Bob Sewall, resident because its abutting his property where they need to go through. Kevin Leonard will be forwarding the form to Diane Cunningham, Commissioner to get signed by resident, as it is required by DES. Motion was made for the performance bond to be written into the bids, seconded and approved. Kevin Leonard has also asked commissioners what they want for a timeframe. Discussion was had amongst the commissioners and residents and determined that ELVD would like it to be done ASAP.

5. **New Business:**

Diane Cunningham, Commissioner spoke with Kathy Rodgers, RCAP and she would like the commissioners to attend the NH Drinking Water and Groundwater Trust Fund & NHDES Drinking Water State Revolving Loan Fund, Loans and Grants Workshop dated Wednesday April 18, 2018. Diane Cunningham, Commissioner states "it has to do with that multimillion dollars received from Exxon, so there will be grants available and Kathy feels it would be a good idea for us to go and its free". Diane Cunningham, Commissioner states that Kathy Rodgers, RCAP let her know in an email that Article 2 looks great but would like the commissioners to have a separate warrant article to hire an engineer and pay for it out of the water CIP because that will make it possible for us to have the NOV removed. DES will not remove the NOV unless there is an engineer in place to look at the water issue. Kim Grondin, Clerk asked what NOV means and was explained that its Notice of Violation. Wayne Held, Commissioner states "wasn't that supposed to be coming-out of the \$400,000, Diane Cunningham, Commissioner states "Kathy said not to do that because she wants us to have this because if the \$400,000 doesn't pass, ELVD will not be able to hire an engineer, as well as the ground water trust and DES will not remove the NOV unless ELVD has an engineer working on it". Diane Cunningham, Commissioner read Kathy Rodgers, RCAP email and will forward it to the commissioners. Discussion was had between commissioners and residents concerning the articles and funds. After discussion, Wayne Held made a motion to add a \$35,000 warrant article for the cost of engineering to be taken out of the water CIP fund, seconded and approved.

Mark Widdison, resident has put together a package for the Commissioners with a letter explaining the VOC and SOC waivers for ELVD to sign and return to the state. Mark Widdison states in his letter that this will save ELVD a lot of money applying to the waivers. Diane Cunningham, Commissioner read Mark Widdison's letter out loud for the residents. Mark Widdison had filled out all waivers and just need signatures to be sent out. Diane Cunningham, Commissioner states that this will be something that Joe Damour, WSO will have to review.

There are three water leaks that have not been fixed yet to include Deerpoint, Bobolink Lane and Raccoon Alley. Skippy has been tied up with all the snow, so WSO has not been able to fix the leaks. Joe Feindel, resident mentioned about using Zack Plummer as our second to get these leaks fixed.

Linda Whiting, Commissioner is going to speak with Joe Damour, WSO about the waivers to be signed, water leaks, and using Zack Plummer as a second. Linda Whiting, Commissioner will keep residents updated.

6. **Public Comment:** Wayne Held, Commissioner states that anybody wanting to run for office, the applications are here at the office and residents can contact any of the commissioners, as well as the clerk and will run through to the **April 13, 2018** date. Absentee Ballots will be available to be picked up by residents on **April 15, 2018** and will need to be returned to Kim Grondin, Clerk by the morning of **April 21, 2018**.

7. Next Monthly Meeting:

Meeting with Laura Buono on **March 20, 2018, 6:00 p.m.** ELVD office.

Budget Hearing on **March 22, 2018, 6:00 p.m.** ELVD office.

Next Workshop Meeting is **April 4, 2018** at 6:00 p.m. at the ELVD office on Main Street, Hillsborough, NH.

Next monthly Board of Commissioners meeting is **April 12, 2018** at 6:00 p.m. at the ELVD office on Main Street, Hillsborough, NH.

Annual Meeting is **April 21, 2018** at Hillsboro-Deering Elementary School.

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 7:04 p.m.

Diane Cunningham, Chairman of Commissioners

Linda Whiting, Commissioner

Wayne Held, Commissioner

Board of Commissioners.

Certified by the Clerk: _____ 03-19-18