



EMERALD LAKE VILLAGE DISTRICT
HILLSBOROUGH, NEW HAMPSHIRE, 03244

ELVD Workshop Meeting Minutes for Wednesday, October 3, 2018.

In Attendance: Diane Cunningham, Commissioner, Linda Whiting, Commissioner, Wayne Held, Commissioner, Jessica Vitkauskas, Treasurer, and Kim Grondin, Clerk.

Public Attendance: Richard Whiting.

The Workshop was called to order at 6:01 p.m.

Commissioners coded and signed invoices for the water and general accounts.

Wayne Held, Commissioner redid the Water Warrant, due to a water connection on Red Fox Crossing. Wayne Held, Commissioner presented the new Water Warrant for the board to approve. Diane Cunningham, Commissioner made a motion to sign the new Water Warrant, seconded and approved. Wayne Held, Commissioner will deliver the Water Warrant to the town.

Discussion was had on the Memorandum of Understanding from the Town of Hillsboro. Wayne Held, Commissioner states Justin Richardson, ELVD Lawyer suggests talking with DRA about a couple things before signing the Memorandum. BOC's would also like to speak with Laura Buono, Town Administer to review a couple changes on the Memorandum. When Wayne Held, Commissioner delivers the Water Warrant, he will also request a printout of residents that receive a water bill. Diane Cunningham, Commissioner will email Laura Buono, Town Administer to see if she can come to an upcoming meeting.

BOC's received an email from Justin Richardson, ELVD Lawyer stating the Tata & Howard statue of limitations demand for payment has passed. Justin Richardson, ELVD Lawyer has suggestions on what to do with these funds, which were discussed. After discussion, BOC's feel it is best to remove the funds from the Water Fund and place it into the Surplus Trust Fund. Wayne Held, Commissioner made a motion to transfer \$54,505.00 out of the General and Water Fund to the ELVD Water Surplus Fund, seconded, and approved.

Wayne Held, Commissioner states BOC's need to start thinking about transferring the second half of the Roads and Bridges to include \$17,500 into Roads and Bridges; along with \$30,000 into the water system, over the next couple months.

Wayne Held, Commissioner is requesting spare keys to the electrical building, so he can do a final inspection, to be able to pay Glenn Winters, Resident the remainder of his commission for the construction at the next meeting. Diane Cunningham, Commissioner states that she did the final inspection and Glenn Winters, Resident has been paid in full. Diane Cunningham, Commissioner will make six spare keys for the electrical building. Wayne Held, Commissioner would like the building painted to preserve it. BOC's are asking for volunteers, as well as any students that needs community service to help with this project, along with getting the rafts out of the lake.

Diane Cunningham, Commissioner received a voicemail from Powers Generator concerning a repair quote regarding the Mary Rowe Generator. The quote is for replacement of the engine crank case and the breather gasket, as its leaking oil and is in the amount of \$144.70. Motion was made to have this completed, seconded and approved.

Wayne Held, Commissioner will draft a letter to John Plummer for the request of an overpayment of funds. Jessica Vitkauskas, Treasurer will provide Wayne Held, Commissioner with exact amount due to be returned.

Wayne Held, Commissioner asks Jessica Vitkauskas, Treasurer to have the new schematics for the general and water codes completed by the end of the year, as BOC's will need that to create the new budget for next year. Jessica Vitkauskas, Treasurer states she is in the process of completing those now.

Wayne Held, Commissioner would like to get the auditors contract renewed, as BOC's need to report to DRA at the beginning of the year. Diane Cunningham, Commissioner will contact Eileen Feindel on reaching out to the auditors to schedule this.

Wayne Held, Commissioner states the Sanitary Survey is scheduled for either October 18th or 19th. Wayne Held, Commissioner will attend this.

Wayne Held, Commissioner suggests replacement of the pumphouse platform and stairway. Diane Cunningham, Commissioner will ask Glenn Winters, Resident to come to the next meeting to discuss.

Wayne Held, Commissioner would like the porta-potties to be picked up, as well as the trash barrels put away at the pumphouse for the winter. Diane Cunningham, Commissioner will reach out to Joe Feindel, so he knows where to put them. Linda Whiting, Commissioner will schedule the porta-potties to be picked up soon.

Diane Cunningham, Commissioner will be reaching out to Eileen Feindel about ELVD office hours, so residents will know when someone will be in the office.

Kim Grondin, Clerk presented the BOC's monthly meeting minutes dating September 13, 2018 for review. Diane Cunningham, Commissioner made a motion to accept the meeting minutes, seconded and approved.

Jessica Vitkauskas, Treasurer states Skippy Edwards is inquiring when the delivery of sand and gravel will be delivered for ELVD roads. Linda Whiting, Commissioner will call and order from Henniker Sand and Gravel.

Next BOC's monthly meeting will be held at the ELVD office on **Thursday, October 11, 2018 at 6:00 p.m.** BOC's state NH Fish & Game has been invited to this meeting.

Trunk or Treat is scheduled on **October 27, 2018 from 5:00 p.m. – 7:00 p.m.** with setup starting at **4:00 p.m.** Diane Cunningham, Commissioner will be placing fliers at the kiosks, as well as asking Dave to post on the website.

Motion was made by Diane Cunningham, Commissioner to adjourn workshop meeting at 6:54 p.m., seconded and approved.

Sincerely,

Kim Grondin, ELVD Clerk

Approved By:

Diane Cunningham, Commissioner

Wayne Held, Commissioner

Linda Whiting, Commissioner

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