



EMERALD LAKE VILLAGE DISTRICT
HILLSBOROUGH, NEW HAMPSHIRE, 03244

Monthly Meeting of the Board of Commissioners

Emerald Lake Village District

November 14, 2018

ELVD Office, 147 Main Street, Hillsborough NH

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

ELVD Residents: Brett Taber, Melissa Taber, Richard Whiting, Jenn Raiche, and Mark Rodier

The regular Board of Commissioners Meeting was duly convened at approximately 6:03 p.m. at the ELVD Office as noticed, with a quorum of three out of three commissioners in attendance.

- 1. Approval of Meeting Minutes:** Kim Grondin, Clerk presented workshop meeting minutes dating November 7, 2018 for final approval. Diane Cunningham, Commissioner made a motion to accept minutes, seconded, and approved.
- 2. Finances:** Jessica Vitkauskas, Treasurer presented the financial reports for the month. Bill payments for all vendors came to \$36,909.52 with water equaling \$14,002.58 and general equaling to 22,906.94. Handouts were available for all residents. Jessica Vitkauskas, Treasurer states it's a little bit higher than normal, due to the sand pile being delivered last month equaling to \$14,878.56, which is similar to the same price ELVD paid last year. Diane Cunningham, Commissioner made a motion to accept the financial reports, seconded, and approved.
- 3. Old Business:**

DES-Mellen Tanamly: Resident on Moccasin Trail will begin some work on the front of her property on the lake. Diane Cunningham, Commissioner states that she has been approved by the state, but the contractor is waiting for the water to go down on the lake before he begins.

Bridge: Diane Cunningham, Commissioner states she has received a letter from NHDOT concerning the bridge. The letter states as follows: NHDOT bridge inspectors were requested to inspect the subject bridge on 11/05/18. The request stemmed from a message left by a concerned citizen on the NHDOT voicemail on Saturday 11/03/18.

Monday's inspection revealed the following critical bridge deficiency: This bridge consists of a corrugated steel pipe with a concrete slab buried in the roadway fill above the pipe. The metal pipe has experienced extensive corrosion-related deterioration, consisting of large perforations and heavy rust at (and below) the normal water elevation and significant undermining of the invert. Recent heavy rainfall and significant stream flow resulted in erosion of the roadway embankment, material and undermining of the concrete slab. The concrete slab has settled and shifted as a result, and the invert of the pipe is curling up at the inlet presenting a flooding hazard if the pipe becomes blocked. There is no remaining safe calculated live load capacity for this bridge. The bridge is currently closed to traffic and barricaded with jersey barriers. We recommend that this bridge remain fully barricaded and posted "Bridge Closed." Due to this structural deficiency this bridge is included on the Departments Municipal Red List of the deficient bridge structures. It is in need of complete replacement or extensive rehabilitation to continue to carry all legal loads.

There was much discussion between residents and commissioners concerning the next step for the Red Fox Bridge. Brett Taber, Resident states "If I am understanding everything correctly, we had a corrective action plan from the engineer, so providing that plan was followed correctly, so if everything was done the way it was said and the engineer that does that kind of work and states this is going to be satisfactory to this weight limit, providing whatever that copy of the form from DOT, this is our current and temporary plan that we have already made, does this satisfy the states requirements or do we need a follow-up meeting to come to an understanding with this new information. Is that what you are looking to do?" Diane Cunningham, Commissioner replies "yes". Commissioners decided the best thing to do at this time is to contact Skippy Edwards, ELVD Road Agent; as well as Wright-Pierce Engineering to discuss the letter and ELVD's next step. Linda Whiting, Commissioner will contact Skippy and the engineer to set up a time and date to discuss the situation. Commissioners will keep residents updated.

Financial: Wayne Held, Commissioner states "We had voted in the October workshop meeting to put the engineering funds into the water surplus CIP fund?" Jessica Vitkauskas, Treasurer states "yes, I believe so, I will go and double check the records, but I believe I did them all at the same time". Wayne Held, Commissioner asks "So, all our CIP's are up to date?" Jessica Vitkauskas, Treasurer states "we just had a workshop meeting last week and we talked about this, so I am not sure if it is updated yet, but it is complete".

Memorandum of Understanding: Wayne Held, Commissioner presents the MOU, researched documents, as well as emails that have taken place over the MOU, specifically #4, which states; In exchange for the labor provided for the billing and collecting of ELVD water charges and District Taxes, any and all interest associated with delinquent payments will be retained by the Town. Wayne Held, Commissioner presents RSA 52:16 Part II, which states In the case of districts with annual budgets of \$200,000 or more, the town treasurer shall distribute the amount of taxes collected and held in trust by the town under paragraph I by distributing to the district treasurer all taxes collected in any given calendar month by the end of the next following month, unless otherwise agreed to in writing by the town and district treasurers. The town treasurer, furthermore, shall turn over to the district treasurer all interest earned on district tax revenues held in trust by the town and all interested collected by the town on the account of any delinquent district taxpayers' district taxes in the same manner as the tax revenues are distributed. Wayne Held, Commissioner states "by law, we should be collecting these funds and my concern is the water because ELVD is not protected under RSA 52:16 for the water funds". There was much discussion between residents and commissioners on this matter. Wayne Held, Commissioner states "I am providing this whole packet of information, so that the commissioners can "digest" it, because from what I understand Laura Buono, Town Administrator wants to have a meeting with the BOC's next month. So, I figure if they have a chance to look this over material, they will have something to go on and not face the situation unprepared". Brett Taber, residents asks "does anyone have any information as to how much time the town spends on this monthly, so then we can make an informed decision and what the best opportunity is there for us"? Wayne Held, Commissioner replies "that is how I am looking at it also, as I would much rather pay for just labor, supplies etc. instead of surrendering the interest".

Residents express a concern about the town administrators appropriating where their money is being placed; between the water bill and taxes without their permission.

Melanson & Heath: Wayne Held, Commissioner asks if any of the commissioners have an update on whether the Melanson & Heath Auditors contract has been renewed yet. Diane Cunningham, Commissioner states "I had sent Eileen Feindel an email concerning this". Eileen Feindel, resident states she has sent an email to Melanson & Heath and will keep commissioners updated.

4. **New Business:**

Driveway permit-Huntington:

Christmas Lights Contest: Diane Cunningham, Commissioner states ELVD will be doing the Christmas Lights Contest again this year. The judging will take place the week of December 17, 2018. Commissioners will keep residents up to date.

Fish and Game: Diane Cunningham, Commissioner received an email from a resident that resides on Mary Rowe Drive concerning the complaints about cubs in the district. After discussion, it is found that we do have a couple residents that continue to call Fish & Game about these cubs. After discussion between Ms. Henderson, Fish & Game and Diane Cunningham, Commissioner via email it is found that there was a misunderstanding concerning the cubs. Commissioners will keep us updated.

Wayne: Diane Cunningham, Commissioner states "as many of you know Wayne Held, Commissioner has submitted his resignation and I make a motion to accept that", seconded and approved.

Voicemail: Kim Grondin, Clerk played a message that she received on her voicemail about someone wanting to purchase property on Red Fox Crossing and has some questions. Diane Cunningham, Commissioner wrote down his contact information and will get in touch with him.

Mirrors: Linda Whiting, Commissioner presents a proposal to replace two 36-inch shatterproof plastic mirrors for Gould Pond Road at Deerpoint and Seminole Rd at \$168.00 each. After discussion, it was found that three will be purchased to add Autumn Road to the list. Diane Cunningham, Commissioner made a motion to purchase three 36-inch shatterproof plastic mirrors, seconded and approved.

5. **Public Comment:** Melissa Taber, resident had asked where the poles are to hang signs on for the bridge; as the weather is getting colder and the ground will be freezing. Mark Rodier, resident made suggestions on how to hang the signs without having to dig into the ground. Everything that is needed remain at the pumphouse. Melissa Taber, resident asked if she could meet with a commissioner to retrieve the material needed. Diane Cunningham, Commissioner states "yes".

Brett Taber, resident made a suggestion of "after the last workshop meeting, the survey that we received from the maintenance of the buildings, one of the comments were it would be a one-time cost to repair the items, I would encourage you to, while looking at the budget, that it is not necessarily going to be a one-time cost, as there should be annual money to appropriate and do some kind of annual inspection, so that the buildings do not get to that level of deterioration, and maintain the buildings, just a thought". Diane Cunningham, Commissioner agrees to Brett Taber's, resident suggestion.

Melissa Taber, resident would like to know how the volunteer email list works and states that she has never received an email. Kim Grondin, Clerk asks if anyone has sent any emails to the volunteer list to ask for any help. Mark Rodier, resident responds "there really hasn't been anything to actually have come and volunteer for". Residents disagree. Melissa Taber, resident was added to the volunteer list.

Mark Rodier, resident asks "Are you still sending bills out to the residents with unpaid water shut-off fees that we started, it's a revenue that we need to collect". Diane Cunningham, Commissioner states "for the residents that are seasonal people, no we don't bill them, but all other notices have been sent out".

Melissa Taber, resident questions a couple houses on Gould Pond Road on the left between Melody Road and Winter Road that have a lot of water in their yards/driveway. Mark Rodier, resident responds all the water from the high area on Melody Lane comes down and drains to their yards.

6. Upcoming Meeting:

Next BOC's Meeting is **December 12, 2018** at the ELVD Office at 6:00 p.m.

Next Workshop Meeting is **December 5, 2018** at the ELVD Office at 6:00 p.m.

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

Adjourned at 7:11 p.m.

Diane Cunningham, Chairman of Commissioners

Linda Whiting, Commissioner

Wayne Held, Commissioner

Board of Commissioners.

Certified by the Clerk: _____ 11/15/18