



EMERALD LAKE VILLAGE DISTRICT
HILLSBOROUGH, NEW HAMPSHIRE, 03244

Monthly Meeting of the Board of Commissioners

Emerald Lake Village District

January 11, 2018

ELVD Office, Main Street, Hillsborough NH

Present: Diane Cunningham, Chairman of Commissioners (in person)
 Linda Whiting, Commissioner (in person)
 Kim Grondin (in person)

ELVD Residents: Jessica Vitkauskas, Brett Taber, Melissa Taber, Wayne Held, Debbie Kardaseski, and Richard Whiting.

The regular Board of Commissioners Meeting was duly convened at approximately 6:00 pm at the ELVD office, as noticed, with a quorum of two out of two 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.

There is no available agenda.

1. **Finances:** Copies of the Water and General Manifests were available to residents to view. Diane Cunningham, Commissioner made a motion to accept manifests, seconded and approved. Manifests; along with Bill payments for vendors were signed and dated by commissioners.
2. **Approval of Meeting Minutes:** BOC's reviewed monthly meeting minutes dating December 14, 2017 and workshop meeting January 3, 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.
3. **DES:** At a prior meeting DES provided a form for us to fill out. Diane Cunningham, Commissioner completed this and sent it in. Diane Cunningham, Commissioner states that she received an email in return stating "Rick Skarinka came by this morning to me (Shelly Frost, P.E., P.G.) your signed Funding Application letter/letter of interest to the Drinking water and groundwater trust fund (DWGTF). Congratulations on getting one in. He reports that the commission is currently coming up with its own form, and that you would need to use that fund-specific form if it is produced by any possible spring deadline (he also noted that a disbursement in the spring is not certain, and that hopefully the fund will be made sustainable, meaning less immediate funding and more long-term funding.) This might give you a week or two more for a deadline on an engineering study. If disbursements are made in the spring. If there is not a fund-specific form available, the current application will need to be reworked, with greater pricing detail and updating to 2018-dollar value, reference to ELVD's debt ceiling, and a few other things. The attached form does not have the greater fiscal detail or updating of costs, but is a start that you can build on". Diane Cunningham, Commissioner states that she will be discussing this with Shelley Frost and get back to residents. Diane Cunningham, Commissioner states "the RFQ was filled out by Kathy Rodgers, Shelley Frost edited the form, but Kathy Rodgers didn't like the way it was edited because it was too wordy and specific, and information was included that didn't need to be in there, so Kathy Rodgers is rewriting it and then it will be sent out again."
4. **Northpoint Engineering:** Diane Cunningham, Commissioner states that she received a letter with an addendum to the agreement that was made at a prior meeting, which she will sign and return to them.
5. **Overnight Parking:** Linda Whiting, Commissioner states "right now the parking ban states it is supposed to be 365 days a year, 24 hours a day. I think it should only be through the winter months from 11:00 p.m. to 7:00 a.m. Any additional parking is prohibited at any time of day or night during a declared snow emergency of over 3 inches. I don't like the way it is written". Diane Cunningham, Commissioner states "the only problem I have with that is the declared snow emergency because if it is snowing out and Skippy is out plowing, and sanding and people are parking on the side of the road, it will prevent him from doing his job the right way". Brett Taber, resident states "I believe it is state-law as well as the Town of Hillsboro and other towns that basically certain times of the year and most common times of the winter months that there is no on-street parking during those periods. It is state law that you cannot block a public way anytime, so whether it is a snow emergency or not, other than people swapping vehicles out, using the right away for roads that don't even conform to state width. I think it would be a hinderance for residents to park on the main roads. Outside of that, there is already set standards of no overnight on street parking because we wouldn't be able to contact residents to say ok he is plowing and to move out of the way. Who would be the governing body to do this? That is a challenge and we would be micromanaging, if the procedure is written more of a generalization then it covers a lot of that, whether it is year-round or just winter months, which are different options to discuss".

Wayne Held, resident states "I remember back in the day doing the research on that and there is an RSA on this topic, which I have at home. I used this RSA and when I updated all the regulations for ELVD and if the RSA has not changed regulations concerning the roads, you will see that one section states you cannot park on the roads. For those who violated, we had a letter that we posted on the residents' windshield giving fair warning that if the vehicle is not moved, ELVD will tow it." Diane Cunningham, Commissioner states that is what we have been doing. Diane Cunningham, Commissioner will look into the RSA and get back to residents. Brett Taber, resident asks "Was there a lot of issues and was it related to snow or was it something else to where residents are using the roads as a parking lot. I don't know what stemmed this change in the way people are using their yards"? Linda Whiting, Commissioner states "if you look at the way it is written 24-hours a day 365 day a year and then below it, it states November 1st through April 15th and then it states overnight between 11p.m. and 7a.m., so it contradicts itself." Brett Taber, resident states "it would definitely make sense to clarify that". Diane Cunningham, Commissioner states that "there needs to be room for emergency vehicles". Brett Taber, resident states "if a UPS truck and regular truck try to go down Melody Lane (which is a town maintained road), they have to wait for a driveway to try and get past each other because there is not enough room to clear, so if you have someone parking there, you can't get by, so it is something to think about". Wayne Held, resident states "I think you will find in the RSA that the major prohibition is during those winter months but anytime during the other parts of the year, I believe it is up to the municipality, but I will send it to you (Diane Cunningham)". Brett Taber, resident states "where we have town roads that go through the center of the district, we need to have it comparable to the town of Hillsboro bans because we can't have town roads that will be exempt, so as you are reviewing it, keep that in mind."

6. **Water System:** Diane Cunningham, Commissioner apologizes to Debbie Kardaseski, as they were supposed to discuss last month about Debbie wanting to do a committee. Debbie Kardaseski, resident states "there is a small group of three people who will be willing to try and steer things towards getting the water system improved and looking at the best way to go about it. There are things that I picked up on when DES was here for a meeting. There is a lot of different options and we need to look at these financially and find out what the best option will be for the village. It is going to take a lot of leg work to apply for grants wherever possible rather than incurring more debt. I know the money from Exxon, some of that may be grants, some of it may be loans and I think that if we can prove that the district really cannot incur anymore debt than we will be more inclined to get grants rather than loans. I am not sure exactly how to go about doing that, but this group feels that if this is the only thing we focus on that it will take some of the work off the commissioners. One of the people is Mark Widdison, resident who can be a hot-head, but I explained to him that you attract more flies with honey than with vinegar. I have basically agreed to chair the committee and I will get my stripe shirt and whistle. He has a phenomenal knowledge about water systems on installing them, maintaining them, etc. and I feel he will be a good brain to pick. There is one agenda here and that is to do what is best for the village for the water system. We want to get a commissioner on the committee also, so the commissioners are always in the loop as to what is going on." Diane Cunningham, Commissioner states that "it cannot be called a committee but will look into it and has no problem with that and is willing to help out." Diane Cunningham, Commissioner states "I would like to say something; I like Mark Widdison, I have no issues with him. At the last meeting, he said he had sent us emails and that I ignored him."

He sent me an email, which I have, telling me about a grant or loan that was coming up and I emailed him back that Keith Huber, past commissioner was already working on that and thanked him for his help, but we were aware of that and Keith was working on it and he got upset with me about that stating that I was refusing his help. Then when the Exxon money came up, he sent me an email about it, and I said that would be great and to please come to the monthly meeting or workshop meeting to explain it to us, but he never came, so I am just concerned that he feels we are ignoring him and I am not because I had invited him to both those meetings and he did not show up". Debbie Kardaseski, resident states "he did come to the December meeting, but it wasn't pretty". Diane Cunningham, Commissioner states "a lot of things weren't pretty that night". Debbie Kardaseski, resident states "I think we can do quite a bit, but I don't want to run around the commissioners or going to DES representing myself as ELVD without the commissioners knowing and approving it and if any point the commissioners state ok enough, I will be done because frankly I have no interest taking over the water system and frankly I just want to get my house finished. I just think it is for the benefit of all of us to try and move forward with this stuff and that is all we will be focused on because you guys have so much other stuff to deal with." Wayne Held, resident states "years ago we had a planning board, which was voted on by the district, but it wasn't producing or getting the support, it needed, people resigned, and it just faded out. If the planning board itself was never officially dissolved and that is something we can look into, so maybe we can pull this group and put it under planning board, instead of calling it a committee, which we can't have." There were many suggestions on exactly what we can call this group to include water planning board, information board, etc. Diane Cunningham, Commissioner made a motion for the water informational team to continue, seconded, and approved. Wayne Held, resident states "any group has to be approved by the district, just like the planning board and has to be approved at the annual meeting. If the planning board was never dissolved, then she can probably proceed under that title but if you want to create another board, you will have to present it at the annual meeting". Melissa Taber, resident states "why can't she just do it on her own until we find the legal term that it can fall under because she can do what she wants on her own." Brett Taber, resident states "any research or anything their doing, their asking for information and if the commissioners are part of this informational gathering team, is no different from day to day operations of the commissioners, as their gathering information and using other resources to gain that information so it's not a planning board or anything else, so why are we not able to do that? If we must wait for the annual meeting, which is another year, we cannot wait for that." Debbie Kardaseski, resident states "a planning board has authority and we are not going to have any authority except to gather information". Wayne Held, resident states "the planning board basically just put things together that we could do for the district and the ultimate approval for that was from the commissioners. If she wants to do work independently and be a fact-finding body on her own and then submit it to you, then that's fine". Motion was reversed.

7. **Fire Hydrants:** Melissa Taber, resident asked "Is there a way we can work on clearing the fire hydrants, as if there is ever a fire out here, what is the purpose of having them put in, if we can't get to them? We clear a couple of them and some other people do a couple of them, but they are not all being done". Debbie Kardaseski, resident asks "has anyone talked to the fire department because in most towns, the bottom line is that it is up to the fire department to keep those clear, if there not cleared by the public?" Joe Feindel, resident states "they are not meant to be fire hydrants, the system was designed to clean and flush out the system and not to be used to fight fires and it states that right on them".

Brett Taber, resident states "the hydrants should be coded something else then to deter that message for insurance purposes, etc. This should be reviewed". Diane Cunningham, Commissioner will get in touch with the fire chief to discuss this and get back to the residents. Diane Cunningham, Commissioner states "we have one working dry hydrant available by the mailboxes." Brett Taber, resident states "We should know the frequency of testing on the hydrants to make sure that they are not clogged, whether it is a dry hydrant or if we have a real fire hydrant, what are the requirements for testing. If they are recognized hydrants that the fire department is using, what is the cycle of frequency to make sure that there in working conditions?" Diane Cunningham, Commissioner will be contacting the fire chief for all the above questions and will get back to residents.

Diane Cunningham, Commissioner states that we are supposed to get two inches of rain tomorrow. Brett Taber, resident states "the surrounding towns have made dugouts to be prepared for the rain, I don't know if Skippy and the road crew team have done any of that or are we looking at potential road flooding because there are no drain offs and are the culverts emptied out and has any of that been looked at?" Joe Feindel, resident states that "Skippy usually does prepare for that, I don't know if he has done that, but he usually does".

Melissa Taber, resident asks if there has been any talk about doing a big bonfire this winter. Diane Cunningham, Commissioner states that "it is a great idea and I thought once we have the ice skating rink up, we could do something down there with hot chocolate and can do it right on the beach". Jessica Vitkauskas, resident states "I have a neighbor that has a wood stove and they just got a pellet stove and they have stacks of wood that they're not using anymore and would like to get rid of it. They want some one to buy it off them, but I am sure they will have plenty of wood to use".

8. Next Monthly Meeting:

Next Workshop Meeting is **February 7, 2018** at 6:00 p.m. at the ELVD office on Main Street, Hillsborough, NH.

Next monthly Board of Commissioners meeting is **February 15, 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 6:47 p.m.

Diane Cunningham, Chairman of Commissioners

Linda Whiting, Commissioner

Board of Commissioners.

Certified by the Clerk: _____ 01-15-18