



EMERALD LAKE VILLAGE DISTRICT
HILLSBOROUGH, NEW HAMPSHIRE, 03244

Monthly Meeting of the Board of Commissioners

Emerald Lake Village District

January 10, 2019

ELVD Office, 147 Main Street, Hillsborough NH 03244

Present: Diane Cunningham, Chairman of the Commissioners (in person)
Linda Whiting, Commissioner (in person)
Debbie Kardaseski, Commissioner (unable to attend)
Jessica Vitkauskas, Treasurer (in person)
Kim Grondin, Clerk (in person)
Eileen Feindel, Office Manager (in person)

ELVD Residents: Melissa Taber, Chris Reed, Joseph Feindel, Richard Whiting, and Mark Rodier.

The regular Board of Commissioners Meeting was duly convened at approximately 6:02 p.m. at the ELVD office as noticed, with a quorum of two out of three in attendance.

- 1. Approval of Meeting Minutes:** Kim Grondin, Clerk presented the BOC's meeting minutes dating December 13, 2018. Motion was made to accept the meeting minutes, seconded and approved. Kim Grondin, Clerk presented Workshop Meeting minutes dating January 2, 2019. Motion was made to accept the meeting minutes, seconded and approved.
- 2. Finances:** Jessica Vitkauskas, Treasurer states that ELVD keeps getting renewals for our website domains. After discussions about these website domains with David Stefanelli, Website Coordinator, it is found that ELVD will just renew one of them, which is the www.elvdnh.com site. Jessica Vitkauskas, Treasure will verify with Eileen Feindel, Office Manager and ELVD bookkeeper to make sure that is all set.
Jessica Vitkauskas, Treasurer states Bill Payments for All Vendors comes to \$18,808.52, with the General Acct being \$8,551.52 and Water Acct being \$10,257.00.
Jessica Vitkauskas, Treasurer has been working with Bill Shea, Accountant on where to place the \$54,000 from Tata & Howard. Bill Shea, Accountant has sent Jessica Vitkauskas, Treasurer reports that show all withdrawals from ELVD CIP funds for the last seven years and doesn't show the funds being withdrawn from any of the accounts. Mark Rodier, Resident and Former Commissioner states "the funds were not taking out of any CIP funds but was placed in the budget and then allotted because we needed to just take that right off the top because the board wasn't sure when we would have to deal with it." Jessica Vitkauskas, Treasurer states "great, now we know, and that money can just be re-budgeted".

Melissa Taber, Resident asks where ELVD will be placing the funds. Jessica Vitkauskas, Treasurer reply's "we will just leave it in our account and when we do the budget this year, we now know, we can budget that money and not have to place it in a CIP account". After discussion, it was stated that ELVD will probably put it to the water surplus fund. Jessica Vitkauskas, Treasurer will be contacting Justin Richardson, ELVD Lawyer to ask whether this is something that needs to be voted on at the annual meeting or if it can be voted on at a workshop or BOC's meeting.

- 3. Old Business:** Commissioners received another message at the ELVD office about the conditions of the roads and requesting Skippy Edwards, Road Maintenance to fix them. Linda Whiting, Commissioner received a phone call, as well, about the condition of the roads. Linda Whiting, Commissioner contacted Skippy Edwards, Road Maintenance and left a message but has not heard back from him, as of yet.

Discussion was had about Eileen Feindel, Office Manager hours at the office, as the commissioners have received complaints about not having a constant day or time that someone is in the office. Eileen Feindel, Office Manager schedule will remain flexible but has committed to be in the office on **Tuesday's 11:00 am – 2:00 p.m.** Phone calls will continue to be forwarded to Linda Whiting, Commissioner for any questions or concerns from ELVD Residents.

- 4. New Business:** Commissioners state that they will be starting the budget when Debbie Kardaseski, Commissioner comes back from vacation.

Diane Cunningham, Commissioner states she has received an email that Kathy Rodgers is no longer working for RCAP Solutions and her new position is the new Executive Director at New Hampshire Water Works Association. Commissioners will be meeting with her and the engineer for further discussion on the water system when Debbie Kardaseski, Commissioner comes back.

Commissioners need a Moderator for this year's Annual Budget Meeting; as they are not sure if Zane Merva, Former Commissioner and Former Resident will be available. Jessica Vitkauskas, Treasurer will ask Justin Richardson, ELVD Lawyer if Zane Merva, Former Commissioner and Former Resident is able to be Moderator even though he is no longer a resident.

Discussion was had about making the ELVD website in-house, so the commissioners can access it right away; as well as many residents having complaints about how to access it. Chris Reed, Resident states "you can do where someone sets it up initially and has spots you can update each thing and be able to take it over. You would be able to create the website in square space and DNS would be forwarded to the new space. You would keep them both side by side while setting it up and then when you are ready to go live, you would move the www.elvdnh.com to the square space. Its easy to do and those services have step by step instructions specifically for this and will send you screen shots". Jessica Vitkauskas, Treasurer states "it will be a lot to get it all set up but when we do, it will just be maintenance".

- 5. Public Comment:** Chris Reed, Resident states "the road to the mailbox on the corner of Emerald and Red Fox is really bad". Melissa Taber, Resident asks if Skippy Edwards, Road Maintenance can be contacted and ask if he would be willing to do, at least those highly used roads, more frequently?" Chris Reed, Resident asks if there is a formalized process to make a formal complaint about a specific area. Commissioners state "this is what you are doing now". Linda Whiting, Commissioner will contact Skippy Edwards, Road Maintenance about doing more maintenance on the highly used roads.

Mark Rodier, Resident states "I have a huge concern about the right side of the Red Fox Crossing Bridge, as the guardrail is about a foot off the bottom". Linda Whiting, Commissioner states "I already mentioned that to him (Skippy Edwards, Road Maintenance)". Mark Rodier, Resident reply's "you guys are the bosses, you need to stress to him to bring in block barriers and block that side off and narrow the bridge down, you have to do it, people are still driving two cars on that bridge and it needs to go down to one narrow one car only". Chris Reed, Resident suggests making a sign that states one vehicle bridge rather than weight limits. Chris Reed, Resident asks "so, fixing the bridge was a temporary solution, is there a permanent fix coming soon to it?" Mark Rodier, Former Commissioner and Resident states "in a couple years because we need to come up with the funding for it and we have to go through the town for any bridge aid".

Jessica Vitkauskas, Treasurer states “we have about \$60,000 in our Roads and Bridges CIP account and those funds will have to be used but in order to pull money out of our CIP account, we need to vote on it in April at the Annual Meeting”. Linda Whiting, Commissioner will contact Skippy Edwards, Road Maintenance about the multiple road complaints the commissioners are receiving and ask him to do main roads more frequently, as well as place the barriers up on the bridge to make it a one lane road. Linda Whiting, Commissioner will get back to residents on results of the conversation. Melissa Taber, Resident asks about the weight of the propane and oil tanks that are using the bridge, as those weigh more than six tons when their empty. Linda Whiting, Commissioner states “I called my propane company and they are not driving over it and people can call their own propane companies to let them know”. Melissa Taber, Resident asks “so is there a way to call the other propane companies?” Linda Whiting, Commissioner reply’s “just call them and tell them”. Melissa Taber, Resident states “you want me to call them, Linda Whiting, Commissioner reply’s “yes you can call them”. Melissa Taber, Resident will contact Energy North, Irving, Rymes, and Vallencourt to inform them of the detour. Chris Kelly, Resident states “if you can get a picture of them driving on it, after you have spoken to them, you can send it to DOT for vehicles that are ignoring signs”. Melissa Taber, Resident states Brett and herself will be building the new platform on Patten Hill when the weather gets a little warmer.

Chris Reed, Resident asked about the overall project plan for the water system. Mark Rodier, Former Commissioner and Resident states “we have been working on that for a couple years now and Kathy Rodgers, NHWWA is the one that is helping us. There is no way that we can repair all the roads, self-funding because even if we put \$50,000 away a year, in five years, we would have \$250,000 and that is only enough to do one road.” Chris Reed, Resident asks “are there metering at any of the roads”? Mark Rodier, Former Commissioner and Resident states “no there are four zone meters around the district but not at the end of every road, which will be part of the replacement of all the water lines; as every house will have a meter and every road, so if there is an issue, it will be all online, so we will know where the issue is coming from”. Jessica Vitkauskas, Treasurer states “we did receive a project plan from our current water contractor, but it went out 50 years and by that time, it will be time to do them again”. Mark Rodier, Former Commissioner and Resident states “we need to just find grant money from the government and need at least five million dollars”.

6.Upcoming Meetings:

Next BOC’s Meeting is February 14, 2019 at the ELVD Office at 6:00 p.m.

Next Workshop Meeting is February 6, 2019 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 6:57 p.m.

Diane Cunningham, Chairman of Commissioners

Linda Whiting, Commissioner

Debbie Kardaseski, Commissioner

Board of Commissioners.