

Emerald Lake Village District Office: 147 West Main Street, Hillsborough, NH 03244 Tel: 603-464-3128

Emerald Lake Village District (ELVD) Workshop Meeting Location: 147 West Main Street

Thursday, January 18, 2024

In attendance:

Sara Auger (Commissioner, Chair) Brett Taber (Commissioner) Michael Carr (Commissioner) Lorinda Giarrusso (District Clerk)

Other people in attendance:

Jim Riddle, New Moderator Melissa Taber (Videographer)

Jim Riddle stated he was not able to take the Moderator training. Brett Taber will give him his old manual for reference.

The meeting was called to order at 6:30 pm by Commissioner Auger. We had a quorum.

Moderator, Jim Riddle asked about the trail along Sandbrook Trail, downstream from the dam. He stated that he serves on the Hillsboro Conservation Committee and the Town of Hillsboro owns the strip of land by Sandbrook Trail, on the east side. Mr. Riddle did some cleaning up and used that trail for cross-country skiing. It connects with a private trail, on the left side, which hooks into a private trail (foot traffic, only) which is owned by a Farm in Henniker, owned by James Foss. A neighbor, Nathan Ivy owns a parcel in the south. There is an old sawmill on private property. Nathan suggested there should be another trail, at the south end of Birch Tree Lane. Nathan Lane is willing to help maintain this property, if ELVD helps. Mr. Riddle has permission from the Haverhill Conservation Committee to work on it, but that it be used for only hiking. Commissioner Taber asked what type of responsibility/liability would there be to ELVD? He would be interested to learn more about how that would work and how we would handle access and parking. Commissioner Carr stated that there might be the potential for an Agreement by Hillsboro Conservation Committee and ELVD which would have to be amenable to both parties. Mr. Riddle said he has a meeting with the Conservation Committee next Tuesday, and he will discuss these concerns with them. Commissioner Carr also wanted to find out liability concerns if ELVD would maintain possession of the land and the Haverhill Conservation Committee would take responsibility for the paths. All agreed to investigate the matter further.

ANNUAL MEETING -A discussion was held between the Moderator and Commissioners to select the Annual Meeting Date. The Annual Meeting is usually the 4th Saturday in April and held at the Elementary, Middle School or High School. It was decided to use April 20, 2024, as the meeting date with April 27, 2024, as the Alternate Date. Moderator, Jim Ridley asked about the timing of the meeting. The Commissioners Auger and Taber stated that typically it starts at 10:00 am-12:00 pm with elections of Officials and then at 12:30 pm, the Annual Meeting will start. The Board is asked to be there between 9:00 - 9:15 am. These dates are contingent upon checking with Justin Richardson (our Legal Counsel) to make sure he is available. Commissioner Taber stated that we will need to fill out an application, with the school, to use the school, after we receive approval from Justin Richardson, confirming the date. A motion was made by Commissioner Taber to set the dates to April 20th and 27^{th} , and the meeting time starting at 10:00 am.; seconded by all. Motion approved.

LEAK DETECTION FOLLOW-UP:

Commissioner Auger stated that last Fall, the State found 1 (one) leak. Since we received the report, Independent Contractor, Aquamen, has gone out twice. They hydro-foamed under the culvert that runs under the area where the leak was heard. Commission Taber stated that there could have been a sound volume, due to the running of the water. Commission Auger stated that the State is happy with the steps taken to correct the problem.

A grant through the state, with an Independent Contractor had been granted, previously. Commissioner Auger said we will continue to monitor.

PROJECT UPDATES:

<u>HUMMINGBIRD</u> – Well treatment. – Commission Auger stated that Ray Edwards got back to me during the winter months, Ray said he is planning to look at pre-manufactured building vendors. Commissioner Auger asked, "do we still need a reimbursement request?" Commissioner Taber said, we need the 1st invoice, before the end of January, to make the 6 months' cutoff. Commissioner Auger will follow up to get the invoice.

<u>MEETINGHOUSE –</u> All funds related to the improvement of Meetinghouse should be able to be used from the DES funds – They should be from NHES funds on a disbursement request. Commissioner Auger will follow-up.

<u>EASTMAN –</u> a supplies delivery was made yesterday (1/17/24). Commissioner Auger asked - Are all supplies on site, now? The delivery person had checked with Commission Auger to make sure the site was cleared. (This was for a delivery for Meetinghouse piping at Eastman). Commissioner Taber stated that they have connected the test line, distribution line and Mary Rowe well line – they completed all the outside piping and had its initial plumbing staged. Next week, they are supposed to fix connections. They are waiting for Wright Pierce to outline with the NHED/DES to set up specific timing for testing and frequency on the pilot. This was a specific question with DES. They will need feedback authority as to what is permissible to connect the Eastman Well, up to the gate entrance for that is the one piece that has not been initiated yet. Aquamen is not positioned around the well-head piping or apparatus. Next year, we need to do marking and seek funds for modifying the fencing or any alternative methods. We need to do site visits.

<u>STORM WATER – Commissioner Auger said she will prepare a</u> draft by the next meeting. Commissioner Taber stated we must get back by the end of the month.

PROJECT UPDATES (continued):

<u>PATTEN HILL –</u> Commissioner Auger asked will there be in-kind services costs? Draft deliverable has been sent to the State. She has not heard back. Commissioner Taber had questions regarding Wright Pierce Floor thickness must be 6 inches thick so vessels can be stationed. We will not see if the Draft has been accepted. We do not want to crack the floor. It can be done by May-June IF progressed on. Depending on who gets the job, we will need 2-3 months' lead-time for materials. The PAD will need plenty of time to cure if we get it now. The other choice was to look back at the historical records to see who originally did it. Commissioner Taber will approach Wright Pierce on those questions and timing. Commissioner Carr stated that they will have to drill in, add rebar, etc.... to make strong enough. Commissioner Carr asked if it would be a code violation? "We wouldn't want to break the building".

<u>WATER MAIN PROJECT – nothing until Spring</u>. They will need loam and seed. Commissioner Carr asked, when are we doing additional roads? Commissioner Taber stated that six (6) roads have had an Environmental Review. Wright Pierce needs to complete in a timely manner. We need to have three (3) more done, in a timely review. We need done before the Bond & Warrant Article goes before the public at the Annual Meeting. This needs to be done 15-60 days before the Annual Meeting. Wright Pierce (stated \$20,000.00 - 30,000.00 when they gave us a quote three (3) years ago. Commissioner Carr asked if we would be choosing from those six (6) roads. Commissioner Taber said" no". If it is additional roads, zones 1,2,3 - we have 1.3 million loan forgiveness. We are currently approved through the State and the trust fund and SRF. Can we do all six (6) plus three (3)? <u>Once the three roads are selected, we will have to see if we need additional environmental reviews or go back to the original costs offered by Wright Pierce.</u>

SOURCE WATER GRANT – We need a Project Outline to be completed. She has done five (5) Headings for a Project Outline with costs with each one. We need to review and document water loss. "No cost per Commission Auger". Commissioner Taber said we need to reach out to Aquamen or Wright Pierce for associated costs, (mileage, transportation, etc..) – and review zones per Commissioner Auger. Commissioner Taber asked, if Aquamen takes samples, how much would it cost. Would there be costs for mileage or gas that would have to be reimbursed? We need to look at historical costs vs. current day costs. Could it be reimbursable? If we use existing data – probably no cost. Commissioner Taber and Carr – "if we use existing data, should be OK. Just make sure and print it out". Commissioner Carr said they collect data day-to-day. Commissioner Carr asked, does the information have to be collected a certain way? Commissioner Taber asked, do the zone meters report daily? Commissioner Taber stated they report daily, weekly, monthly and every 15 minutes. The evening overnight flow is usually the lowest use. (many of our residents are on 2nd and 3rd shifts for work). We commonly see leaks at this time. We cannot add money to a task later. You are fixed to that line. It is not allowed. Maybe we can add in-kind services, now. Commissioner Auger suggested using twenty (20) hours. It was agreed by the Board to use existing data.

<u>Community Outreach</u> – Commissioner Auger stated that we need a public meeting to accept the funds to even formally approve it before the Governor's Counsel and Legislative Body. We will need to review water loss. Could it be a warrant article? It is not right now. Commission Taber stated that this is grant-funded and we will probably have to have one media advertisement to hold a public meeting, before we accept the funds. Commission Auger questioned the source water protection for the fence. Commissioner Taber said it was a Bond and we would have to look back at the previous meetings. Commissioner Taber stated if that was the case, it would have been addressed at last years' Annual Meeting.

<u>Education Mailing:</u> – Commissioner Auger stated she will include costs for stamps, envelopes, and paper. Melissa Taber asked, "did you include ink in costs". Commissioner Auger said no.

Toilet Flappers / Plumbing Insulation – These are the only other costs.

PROJECT UPDATES (continued):

<u>Commissioner Auger will continue to work on and send out a draft addressing all issues regarding the</u> <u>Grant, before submitting it to the State. Commissioner Auger stated the total project costs have been approved,</u> <u>they just want to know where the above-mentioned will be applied.</u>

DISCUSSION ON ADDITIONAL DWSRF LOAN FUNDS

<u>Drinking water – State Revolving Fund.</u> They emailed Commissioner Auger and asked what do we want to do with the additional extra funds? We had submitted, after the fact, for the trust fund. Commissioner Taber stated, originally, out of the SRF – \$1.3 million project, we were approved for SRF at 50-80% loan forgiveness. Then we got the information on the Trust Fund, and they asked if we would be using the entire amount. How does that tie into it? Commissioner Taber reached out to Randy Swaso and he has not received a call back. We need to draft a Warrant Article to reflect the final amount and percentages covered and Randy's concern(s). Can we take the extra amount, or does it automatically reduce the SRF? Or do we get the extra benefit, or does it automatically reduce the stra benefit, or does it automatically reduce the stra benefit.

Commissioner Taber asked, does the current income survey analyses qualify for this calendar year? Three (3) years expired from 2021 is 2024. How does the State determine – calendar year or specific date? What is the State requirement? Initially, we reached out to RCAP for another income survey to carry forward over for another year. Do we really have to have another income survey done? Commissioner Auger will follow up.

ADVERTISEMENT FOR SPRINGTIME DISTRICT NEEDS – Commissioner Auger stated we need someone to take care of roads, such as mowing & roadway interactions and summer management of the beaches. We do not have maintenance now. Parks and beaches need to be done. Commissioner Taber said – "we need to advertise, now, so we can see bidders and put the cost into our Budget". Commissioner Carr asked - is the beach maintenance usually advertised for separately? and Commissioner Taber answered Yes. Commission Carr asked, do we advertise for Spring to Spring or Spring to October? Do we keep maintenance separate OR should maintenance be all together? Commissioner Taber stated that historically, it was all the same with a continuous rollover. Additional thoughts were – should we advertise for Full-Time or Part-Time Road Agent? Commissioner Auger thinks full-time. Some bidders do not want to do it just in winter. It was agreed that we would use the Messenger, the Concord Monitor and NH Municipals for advertising. In the Messenger, we will advertise for two (2) weeks. (The ad must be submitted by Monday in order to get into the Friday paper). The cost is expected to be between \$130.00-140.00 a week. In the Concord Monitor, we will advertise on two (2) Sundays. In the NH Municipals, it is free for thirty (30) days. Commissioner Taber stated we have credit on the books from the Messenger. Commissioner Taber said that the Fall clean-up and grading was discussed with Gary Edwards, and he stated he used 40 hours – every road graded, weather-dependent, mud, hauling gravel, etc. We should at least get an estimate or get private employees, which could be costly, and residents would have to approve them. Everyone agreed to go forward to advertise for a full-time position. A motion was made by Commissioner Auger to place an advertisement for a Road Agent and Summer Maintenance Contractor in the Messenger and Concord Monitor and NH Municipals. Commissioner Taber seconded the Motion. All in favor; Motion passed. Commissioner Carr asked if we would be using the same advertisement from last year? Commissioner Carr asked, "are there RSA requirements"? Commissioner Taber said we contract out and are they are not employees. Commissioner Carr wanted to know to see if it should be included in the advertisement. Commissioner Taber stated they would not be employees. They would have to be an Independent Contractor. Any cost submitted by an Agent must be approved by the Board, anyway. If we get the advertisement in by the 22nd, it can be in the Messenger for the 26th and 2nd, and the 28th and the 4th the Concord Monitor would be on the 4th so we could open bids by February 15th. The Ending dates when bids would be due is February 15th.

<u>AUDIT UPDATE</u> – The State is looking for the Audit. Commissioner Taber contacted our Auditor. Our Auditor apologized for the delay and said he is working on a Final Draft and will review, this coming week. Commissioner Taber expects a Final Draft Report, which he expects to receive by this weekend. Expenses and reimbursement funds are being reviewed with relationship to ARPA funds across every project. Depending on where that falls, we may or may not have only One (1) Audit. It depends on the \$750,000 Payout Calendar Year. Commissioner Taber responded to the State and told them the Audit is being finalized. Commissioner Taber also stated that the NH Bond Bank will also need a copy. SRF needs the annual audit, also. Commissioner Auger stated that our Auditors are asking if we had expenses for Eastman Wall, for 2023 & 2022 as we did not show any. Commissioner Taber stated to Commissioner Auger, "if you are not aware of any additional expenses, we can tell him that this is accurate. Is this accurate? Commissioner Auger stated that we had one (1) bill for 2022 for 622.01 for the Eastman well piloting system. The three bills received in 2023 are all reimbursable, and part of the Source water funding and they do not need to be included, per Commissioner Taber. Commissioner Taber asked Sara to respond to the Auditors and tell them who it was paid to and give the Auditors a copy of the invoice and payment. Commissioner Auger said she would do this.

SELECT UPCOMING BUDGET WORKSHOP MEETING DATES – Commissioner Auger proposed to have two (2) or three (3) now; maybe do one (1) Saturday morning? It was, discussed between the Board and the following dates were agreed to:

Thursday, January 25, 2024 @ 6:30 pm. (Commissioner Auger will discuss the Cleanwater/Stormwater)

Saturday, February 3, 2024 @ 9:00 am.

Thursday, February 8, 2024 @ 6:30 pm.

APPROVAL FOR PREVIOUS MEETING MINUTES:

The minutes for 12/14/23, 1/4/24 were approved as written and 1/11/24 was approved with an Amendment. _Commissioner Auger asked if anyone had any amendments. Commissioner Carr stated that January 11, 2024, needed a change. It is amended as follows - Commissioner Taber, not Commissioner Carr had agreed to get in touch with the Auditors, tomorrow.

Commission Auger stated that the additional minutes from previous meetings will be posted by the next meeting and she will put them in for approval, then.

<u>OTHER BUSINESS</u> – Melissa Taber asked "with Aquamen doing all the testings, could the Board post pictures and updates to see the progress? Commissioner Auger said she would do that so residents could see the actual building being completed and be informed of the progress.

Commissioner Auger stated that our Website Administrator will not be available from January 23rd – February 4th. Commissioner Taber suggested making a post, right away, letting everyone know this and letting them know that no additional posts will be made during this time, and meeting minutes may have to be posted a couple of days later. There will still be community updates on Facebook. Commissioner Carr asked if he could get a login to our website. He stated that he felt it was important to have another person with a login in case of an emergency. He feels it is an important means of communication and not everybody has Facebook. Commissioner Taber and Auger suggested that Commission Carr reach out to our Website Administrator, David Stefanelli, directly, and he said he would.

Commissioner Auger made a motion to adjourn the meeting at 7:52 pm.

TIME MEETING ADJOURNED: 7:52 PM.

NAME OF PERSON TAKING MINUTES: Lorinda Giarrusso

Sara Auger, Commissioner, Chair	Date
Brett Taber, Commissioner	Date
Michael Carr, Commissioner	Date

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1	REVIEW OF	2023 BUDGET VS. ACTUAL EXPE	NSES								
2		BUDGET REVIEW WA									
3	Account Nur	nber Expense Categories	2023 Budget	Actual	Difference	FY24	Change	%	Comments		
	General Gov	<u>ernment</u>									
5	4120.1	Office Expenses-Other	1750.00	1426.00	324.00	1600.00	-150.00		This includes GSuite, Office Expenses and 50% ArcGIS. Reduced \$600.00/ water exp. less. Commissioner Auger suggested to reduce to \$1600.00		
7	4130.1	once Expenses-other	1750.00	1420.00	324.00	1000.00	-130.00				
				L					\$1050.00/mo. thru 9/24 then 1100.00/mo. thru 9/25. Commissioner Auger suggested \$6375.00. All		
8	4130.11	Rent 50%	6375.00	6675.00	300.00	6675.00	300.00		Commissioners agreed on using \$6675.00.		
9 10	4130 12	P.O. Box Rental	75.00	82.00	7.00	82.00	7.00		Box Rental went up in price.		
11	4150.12		75.00	02.00	7.00	02.00	7.00				
12	4130.13	TDS Phone/Internet Office	1100.00	1470.00	370.00	1400.00	300.00		The reason the price went up is because last year it was reduced by \$100.00 from prior year; we also switched a couple of years ago and we were offered a promotional rate to get away from copper line to digital.		
13		-		600 F1							
14 15	4130.14	Eversource	800.00	620.51	800.00				Keep the same.		
16	4130.15	Website	2255.00	2230.88	24.12	2275.00	25.00		Covers monthly & maintenance fee & web domain. We have estimated \$125.00 for web design, so we made a small increase.		
17											
18 19	4130.16	Computer Maintenance	250.00			250.00			Computer is currently out to be fixed. We have currently spent \$60.00 with the warranty. So far, we have spent \$100.00 with Geek Squad and the problem has not been repaired. We may have additional costs in 2024 that are not identified yet so we will pencil-in \$250.00 until we know more. Commissioner Auger asked Commissioner Carr if the new computer was hooked up yet? He replied "not yet".		
15											
20	4130.17	ELVD Mailboxes & Fac. Maint	250.00			500.00	250.00		Commission Auger stated that the cluster mailboxes at the beach, are old and in need of updating. Thus, the budgeted amount was doubled. Commissioner Carr cautioned about taking on too many projects in 2024.		
21 22	62500		COT 00		C1E 00		10.00				
22	02500	NHMA Membership	605.00		615.00		10.00				
23	66500	Postage	275.00			200.00			Commissioner Auger and Carr stated that we will try to reduce postage costs in 2024. Lorinda Giarrusso suggested looking into bulk-mail rates vs. straight postage. The said that might be an option in the future.		
24 25											
25										\vdash	
27	60000	Advertising	200.00	275.00	75.00	200.00					
28		-									
29									Acta on successful to the Deck TDC and we'll as	Ц	
30	TOTAL:		14607.00		672.00			4.28%	\$672.00 over budget due to Rent, TDS and mailbox.		
32	REVIEW OF	2023 BUDGET VS. ACTUAL EXPE	NSES							\vdash	
33											
		nber Expense Categories	2023 Budget	Actual	Difference	FY24	Change	%	Comments		
35 36	Government	Administration								μ_	
30	4130.21	Stipend Payroll	20630.00	18800.00	1830.00	20630.00			There were open positions throughout the year. Even if hired for 12 months, will stay the same		
38		· ·									·
39	4130.22	Emp. Ded./payroll taxes	1940.00			700.00			We had budgeted \$500.00 for QuickBooks and \$804.00 for Cloud-base Gsuite. Commissioner Carr asked "why were we under in Payroll? Committee agreed to split out further, later.		
40											
41											

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	7.		ũ	5	-		0		Commissioner Auger asked "do we budget for 8 months (after the Annual Meeting) or are we not planning		
									on filling the position? Commissioner Taber stated that 8 months x \$300.00 = \$2400.00. Maybe the stipend		
12	4420.24	Adusta (Ella Claub	2000.00	1620.00	4070.00	2000.00	1000.00		could be based on hours. Commissioner Auger proposed \$2,000.00 and they would review the budget line		
42 43	4130.24	Admin/File Clerk	3600.00	1630.00	1970.00	2000.00	1600.00		after the Annual Meeting.		
43									Commissioner Auger stated that many of the Board had taken advantage of free education. The new		
									Moderator has signed up for an online course and he will get reimbursed. The approximate cost will be		
44	4130.25	Education	400.00			400.00	0.00		\$65.00-\$100.00.		
45											
46	TOTAL		25970.00					4.06%	4.06% REDUCTION.		
47	REVIEW OF	2023 BUDGET VS. ACTUAL EXPE	NSES		1	1					
										-	
49											
50 51	Account Nur	nber Expense Categories	2023 Budget	Actual	Difference	FY24	Change	%	Comments		
51					1	1					
53											
									Final invoice(s) are not included; Commissioner Taber sent an email to Auditors as they have said they are		
									not done, yet. When will they be done? We will need two Audits, this year, because \$750,000.00 has been received in Grant Money. Commissioner Auger proposed leaving the proposed budget at \$6500.00 (between		
54	4150	Financial Administration	6500.00	5300.00		6500.00			2 accounts) All Commissioners agreed.		
55											
									The monthly rate had been paid plus \$200.00. Extra time was required for Audit time. Things to consider - Is		
56 57	4150.2	Bookkeeper	3750.00	4250.00	150.00	4400.00	300.00		the Bookkeeping staying? Will his rate go up?	\square	
5/									ArcGIS fee of \$300.00. Commissioner Auger suggested that the line item for this cost be changed vs. being	4	
									stated under Payroll; she suggested putting \$300.00 here and dropping down \$700.00 on payroll taxes		
58	4150.3	Professional Fees		300.00					instead of \$1,000.00.		
59											
60	4450.4	Dealth and a Coffman	500.00			200.00			Expenses were for 1099's and taxes. Commissioners Auger& Taber agreed to investigate costs and pencil in		
61	4150.4	Bookkeeping & Software	500.00			300.00			\$300.00, for now.		
62											
	TOTAL		11401.00			11500.00	99.00	1.00%			
64											
65	REVIEW OF	2023 BUDGET VS. ACTUAL EXPE	NSES							-	
66 67	A		2022 Budget	Astus	Difference	5/24	Change	0/	Commonts	1	
68	Account Nun	nber Expense Categories	2023 Budget	Actual	Difference	FY24	Change	%	Comments	1	
	General Gov	ernment									
70											
71	4.153	Legal Expense-General	4000.00	2870.00	1130.00	3500.00	-500.00				
72										_	
73 74	4196.1	Workers Comp-Primex	462.10			462.10			Fixed and already paid.	\parallel	
74 75	1106 2	Liability & Property	2567.57			2567.57			Fixed and already paid.	\square	
76	4190.2	Liability & Flopelly	2307.37			2307.37					
	TOTAL	REVIEW - 4 SECTIONS SO FAR	59136.00						\$439.00 DECREASE; LESS THAN 1%.	11	
78											
79		BUDGET REVIEW AS (OF 1/25/24								
80		nber Expense Categories	2023 Budget	Actual	Difference	FY24	Change	%	Comments	[
81	Highways an										
82										_	
83	4312.1	Contract Maintenance							CA stated, last year's Budget was \$140,000 so this is for the Road Agent.		

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84	4312	Grading & Other Repairs	140000.00	185000.00		150000.00			2024 must include \$55,000 (already paid for plowing). CA suggested we come back to this one, later. It is unknown as to what is to come. CT stated we'll definitely be revisiting this, two fold, as far as thinking what we desire to be included for the calendar year, to higher someone and find out what their price will be. That won't happen until mid to late February. We can not have a final number until that happens. The Board agreed. CA suggested \$140,000. CT stated he was leading towards \$140,180,000 because we have a new Plow Guy and additional services. It was a high year of erosion and labor and we don't know what OctDec. plowing costs are yet. It was agreed to pencil-in \$150,000 with the understanding the number will change. There will probably be 6-8 months, summer road work, maintenance, grading and the rental fee for the Edwards property. We're upwards of \$160-170,000, as my estimate, and that even be low-balled. It will all be based on expectation of work to be completed. CA agreed. CC asked, will it also be for a different portion of the calendar year, I was it done that way, historically? CT said" No". The Calendar year is all we're budgeting for. The Contract time might go over two calendar years, but that's OK. It doesn't have anything to do with the Budget. Even though they cross, the financial budget is how much is physically needed to be paid in every current year. CC said that it would be potentially one contract?. CT said "yes". CA asked - should we pencil in \$150,000.00 as a Placeholder. The Board agreed.		
86	4312.11	Sand & Gravel	10000.00			20,000 ?			CA stated that the prior year, sand was included with the Road Contractors. CT asked, do we have gravel stored? CA stated, 4-6 yards, 1" stone and 4-6 yards of riprap. We budgeted, last year \$10,000. With all the erosion and road repair, we spent \$19-20,000 last year. We did not lay out a lot of new material. In the past, we bought \$20,000. (ditch lines) and \$10-20,000 material line. CA stated in 2022, we had \$9,000 for sand, which is half the budget already, and gravel and material We need material for the beach parking lots. CT said possibly \$1-2,000 at most. This is for only putting a skim coat down. Would parking lots be covered by the Meetinghouse Project? CT stated, permitting, filling in holes should NOT require a permit and fall into the project scope. In a Project scope, we could easily include these materials. We could have upwards of 10 yards of material waste, and the other material that won't go back in the ground and it would depend if the material ends up being usable or not. I would agree with \$19-20,000 but it depends if the Contractor includes the sand. CT said "No this was only gravel material, stone, road repair. Winter sanding is not included this. Prior years, Edwards included in his cost. If we are buying our own sand, we need another 9-10%. We can leave \$20,000 with a question mark. CC said with the sand? CT said without.		
87 88 89	4312.12	Tree Service	2500.00			2500.00			A lot more work was done by the previous Contractor. We have already spent \$450.00. CT stated," in one day, you could blow through \$2,000. The days of \$500. are long over." A single tree, we would be hit for \$1,000. Melissa Taber stated that Resident, Bill, on Moccasin Trail, said we could call him if we need trees taken down. She has his number. CT said we need to plan for at least 1-2 emergencies and set aside at least \$2500. CC stated that everything is increasing and we need to see new Contract before we move forward. He said keep it at \$2500. The Board agreed on 2500.		
90 91	4312.13	Incidental Snow Removal	1.00	0.00		1.00			This line was included in prior years. The wellhead sites and beach parking lots were separate from the snow plowing contracts. We had zero (0) last year. As long as we have a \$1.00, we can keep this line open. The Board agreed to keep \$1.00 as a placeholder and open back up, later.		
<u>92</u> 93	4312.4	Calcium Chloride	1.00			1000.00 ?			We purchased calcium chloride in 2022, thus it was included last year. We have 3+ material. Deploying the material was last Contractor's duties. It is unknown if the new Contractor will include. CA - we only did one disbursement in 2023. CT stated it could cost up to \$1,000 for labor. It usually takes 2 days of deploying, if not included in Contract. It depends on road conditions and weather conditions. CT said this could cost \$1,000 a day. We might even need to do three (3) deployments. The Board agreed to pencil-in a \$1,000 with a question mark.		

	Α	В	C	D	E	F	G	Н	I	J	0
94 95	4312.15	Road Signs	600.00	320.00					CA stated that we might need 15 MPH SIGNS. A couple of signs have been stolen. She has previously received a price list from the State, which she will look for. She suggested using a couple of hundred, for now. CT stated that each post and road signs, bracket and shipping are \$150.00-155.00 each. CC asked, what was our actual cost last year. CT stated, "just under \$320.00. CA Auger suggested using \$300.00. CA asked, do we still have them done at the prison? CT said "yes". CA stated, that it saves money on shipping as people can drive right up there to pick them up. BT said "yes". CT also mentioned that we have a variety of website and multiple options we can seek out.		
35										_	
96	4132.16	Road Repair - Subcontract	10000.00	140000.00					CA stated we budgeted, last year, for \$100,000 and we spent \$140,000 so we were over by \$40,000. CT Taber stated that last year we expended \$20-22,000 realistically. We have already spent \$9400.00 in 2024 for 2.5 days of work .CT stated, one thing to keep in mind from the \$41,000, -" after we had the updates from last year, \$17,000. came from the Clean water/Stormwater project and we were reimbursed, so, even though we didn't have that detail, and we have pulled from the Capital Reserve funds, we'll probably have to work on that and find a way to return those funds to the Capital Reserve". With the payment that came from the State, on the ARPA funds, that covered those expenses. Depending on how many culverts we do, and or road repairs, this is where this line would cover those costs. The road repair we did already, with the current Contractor was \$9400, which is already half? CA agrees to do higher with all the uncertainties. CT -I would lean towards \$20,000. If it's outside of Contracted, it would still leave us 2-3 culverts that we could replace. CC stated - it would really only be \$10,000 as we've already spent \$9400.00.		
97											
98	4								Pared on initial hide \$104,000 vs \$162,100 partial CC constract with POW last year up laws PT and		
99	TOTAL		194000.00						Based on initial bids, \$194,000 vs \$163,102 - actual. CC- contract with BOW last year was lower BT said "No" BT stated the year prior was the best fit at that time.		
100	Account Nu	mber Expense Categories	2023 Budget	Actual	Difference	FY24	Change	%	Comments		
101		Bridge Repairs - subcontra	1.00			1.00			We will leave as a \$1.00 for placeholder, for now.		
102											
103	4319	Engineering & Permits	3000.00			2000.00					
104									CA stated, last year we budgeted \$3,000. BT stated, nothing is noted for permitting and we are not sure, right now. CA proposed \$2,000. CT stated we had an Administrator. This is in the Clean water/Stormwater report. We may need an Admin on an on-call basis in case we have issues. If we have issues, and if were still looking at project scopes for Meetinghouse or Hummingbird, we may need support for culverts that have failed, that are not under a permit. CT said he would lean towards \$2,000 for holding it. CA agreed. CC asked, since the heading of this categories Bridges & Other, can it be used for OTHER stuff, not just bridges. CT said, "yes".		
104 105									now. CA proposed \$2,000. CT stated we had an Administrator. This is in the Clean water/Stormwater report. We may need an Admin on an on-call basis in case we have issues. If we have issues, and if were still looking at project scopes for Meetinghouse or Hummingbird, we may need support for culverts that have failed, that are not under a permit. CT said he would lean towards \$2,000 for holding it. CA agreed. CC asked, since the heading of this categories Bridges & Other, can it be used for OTHER stuff, not just bridges.		
105	4319.1	DigSafe	100.00	95.00		100.00			now. CA proposed \$2,000. CT stated we had an Administrator. This is in the Clean water/Stormwater report. We may need an Admin on an on-call basis in case we have issues. If we have issues, and if were still looking at project scopes for Meetinghouse or Hummingbird, we may need support for culverts that have failed, that are not under a permit. CT said he would lean towards \$2,000 for holding it. CA agreed. CC asked, since the heading of this categories Bridges & Other, can it be used for OTHER stuff, not just bridges.		
105 106 107	6 4319.1	DigSafe	100.00	95.00		100.00			now. CA proposed \$2,000. CT stated we had an Administrator. This is in the Clean water/Stormwater report. We may need an Admin on an on-call basis in case we have issues. If we have issues, and if were still looking at project scopes for Meetinghouse or Hummingbird, we may need support for culverts that have failed, that are not under a permit. CT said he would lean towards \$2,000 for holding it. CA agreed. CC asked, since the heading of this categories Bridges & Other, can it be used for OTHER stuff, not just bridges. CT said, "yes".		
105 106 107 108	6 4319.1	DigSafe	100.00	95.00		100.00			now. CA proposed \$2,000. CT stated we had an Administrator. This is in the Clean water/Stormwater report. We may need an Admin on an on-call basis in case we have issues. If we have issues, and if were still looking at project scopes for Meetinghouse or Hummingbird, we may need support for culverts that have failed, that are not under a permit. CT said he would lean towards \$2,000 for holding it. CA agreed. CC asked, since the heading of this categories Bridges & Other, can it be used for OTHER stuff, not just bridges. CT said, "yes".		

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111	4520.1	Maint., Supplies, Improve	2000.00	1335.00		2,000 ?			In past year, this includes sand, permitting, and picnic table replacements. It was previously agreed to replace one (1) picnic table a year, with a commercial-grade table, with a bench. CT stated that the approximate cost could be \$600.00. (Meetinghouse Beach). We have repaired the umbrellas to make them last. CA stated that some of the rafts need some miscellaneous repair. CA stated that we currently have \$100.00 to offset the cost. CA - We may have some left over funds - still have \$500.00 (slated for recreational gear). Melissa Taber asked, can we claim the damage on our insurance? CT stated that our deductible is \$1,000, so that would be hard to do. Melissa then asked, could we do a donation to pay towards cost(s)? CT said yes, but it has to be stated that it is specific to what it is being used for. CA stated that repairs always need volunteers and that can be challenging. CC stated that residents consider the beaches the highest priority so he did not feel people would balk at the costs needed to maintain and to anticipate \$500.00; and reduce to \$1500.00 for the Budget. Melissa Taber stated that one year she had a Go Fund Me page and she did get donations. Can we take that money and put towards the beaches (picnic table, umbrellas, etc) so maybe that's another option. BT stated that ELVD would not have any legal rights to that money. MT stated, can we state that it is to be specially used for a picnic table, umbrella, etc can we use it that way? CT stated, If funds are over 5,000, we would have to have a public meeting to be able to accept the funds and we would have to check the guidelines in our Statute. CA stated a sand permit is \$400.00. Meetinghouse and Hummingbird are separate beaches and require separate permits. CC - Regarding Sand Permiting, how does it work? CT - it's a separate project. There is more to be done. Winter months are better to get things done. We don't have any capital reserve accounts, that allow us to expend money that are established at this time. The Board agreed on 2,00		
112									We budgeted \$2200.00. Eastman was not included. CT stated that in discussions, last year, we talked about		
113	4520.12	Outhouses for beaches	2200.00	1515.00		1800.00			2 Handicap, but we didn't do two (2). I would budget for \$1800.00 which would go from May-September. The Board decided on \$1800.00 for Budget '24.		
114 115 116	4520.13	Lake Testing (NH Public)	800.00	896.00		900.00			CA stated that this was higher than we budgeted for, as we had an extra test, last year, for cyanobacteria bacteria. CT suggested planning for \$900.00 for FY24's Budget. This should cover it . That covers June, July and August regular testing and covers value for an additional. test. CC said cyanobacteria is very tough and would anticipate that being a problem, again. The Board agreed to use \$900.00 for the Budget '24.		
									CA stated this is another one that went out to bid. CT stated that he Contractor started a little late, this year, due to weather, so we offset that cost. The Board decided to pencil-in \$9,000.00. Bids are due February		
117 118	4520.14	Maintenance Contract	9000.00	8600.00		9000.00			15th.		
118		TOTAL:	14000.00	13700.00							
120			14000.00	13700.00							
121		General Bonded Debt		20000.00							
122											
123		Prin. (Red Fox Cro. Bridge)	20000.00	20000.00							
124		Interest on Loan	7605.00	6585.00							
125 126									The interest was down \$605.00 from last year. So that leaves a net for The General Bonded debt, before this year of 26,585.00 against last year's \$27,605.00. We have a total, with current estimates, of \$296,274.00 without capital reserve.		
120											
127	τοται	I	268244.00	320000.00				I	\$7605.00 down from last year. \$296274.00 with a Capital Reserve Account.	L	
120	IUTAL		208244.00	320000.00					prousion down from last year. p290274.00 with a capital Reserve Account.		

	А	В	С	D	Е	F	G	Н	
1	REVIEW OF	WATER SYSTEM BUDGET					_		
2	ACCOUN	T REVIEW AS OF 2/3/2024							
3	Account Num	ber Expense Categories	2023 Budget	Actual	DIFF.	FY24	Change	%	Comments
4	4332	Maintenance & Repair Water .							
5									
6	4332.1	Maintenance - Other	7,500	0		7,000			Last year, included booster pump and media replacements. BT suggested 7,000.00.
7									
8	4332.5	Zone Meter	3,500	0		7,000			CC asked, are we planning on putting in more zone meters. SA stated we've gone from 5 to 8. CC asked, are zone meters (Kastrup) reduced by the Grant. CA said "yes". SA asked if everyone is OK keeping at 3,000., which is a slight reduction. All said yes.
9									Aquaman does daily checks and monthly checks. CC asked, should we look into switching into
10	4332.11	WSO Monthly Contract	103,800			103,800			remote? SA responded, not now. CC asked when does our Contract end? SA was not sure but said our monthly contract has not gone up since 2020. Hourly did not go up. It was agreed to keep at \$103,800. for now.
11									
12	4332.12	Propane & Fuel Surcharge	6,500	4,900		6,000			CC asked if we were on schedule? SA responded "yes". In 2022 we spend 5500.00. SA suggested 6,000. CC agreed.
13									
14	4332.13	Eversource	30,000	31,000		31,000			CC stated we reduced three (3) other lines @ \$1500.00 each.
15									
16	4332.14	TDS Internet for Water	1,100	1,100		1,100			It was agreed to leave at 1,100.
17									
18 19	4332.15	Powers Generator	3,000	4,400		3,000			SA stated that this is for maintenance on our generator. We currently do two (2) maintenance a year. Last year, one (1) got his by lightening. CC asked, does this include the work at Patten Hill? If not, would this line by higher. CT suggested 3,500. It was decided to use 3,000.
19									
20									SA stated that we used to have beaches and wellheads as a separate cost and then they were included with the Road Contractor. It was decided that we will revisit this line after we have a new
20	4332.16	Incidental Snow Removal - 66%				1			Road Agent. We will hold at a 1.00, for now.
21									
22		TOTAL:	155,401			155,401			
23									
24									
25	A			Asharl	DISS	51/2.4	Chara	0/	
		ber Expense Categories	2023 Budget	Actual	DIFF.	FY24	Change	%	Comments
	Emergency/Le	•							
28	4332.2	Labor for Leak Repair	40,000	15,000		3,000			BT suggested 45,000. It was decided to use 40,000.
29									
									Anytime Aquaman does a repair, they give charge us an Excavator charge. It was agreed to use
30	4332.21	Excavator	8,000	5,060		6,000			6,000.
31									
									·

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32	4332.22	Parts (Replace Curb Stops, etc)	10,000	6,000		10,000			
33									
34									
35	Account Num	per Expense Categories	2023 Budget	Actual	DIFF	FY24	Change	%	Comments
36									
37									
38	4332.24	Nater Bought	15,000	6,000		15,000			SA stated in 2022, we spent just over 14,800.
39									
40	4332 25	eak Detection - Fuel used to	12,000	34,000		15,000			SA stated that the old Operator would charge for fuel but now we just use leak detection and Aquaman looks for leaks. CC asked, so someone from the State looks? SA said yes but that is free and part of our Grant. BT also suggested 15,000.
41	1352.25		12,000	5 1,000		13,000			
42		FOTAL:				I		l	
43									
44									
45		NON-LEAK REPAIRS							
46									
									SA stated that last year we penciled-in \$60,000. and then we dropped it down. CT suggested
47	4332.3	Non-leak repairs - Labor & Exc.	40,000	46,000		48,000			\$47,000. CC suggested \$50,000. It was agreed to use \$48,000.
48		· · · · · ·							
49	4332.31	Replace Curb Stops/Parts	500	1,600		500			
50									
51	4332.32	Well Maintenance	13,000	4,359.32		10,000			BT suggested \$10,000. It was agreed to use 10,000.
52									
53	4332.33	Replace Pipes/Treatment Ctr.				1			SA stated that costs are going towards projects, not this line. CC asked, is it reimbursable. CC asked if they are reimbursable. SA stated, part of it, depending on grant money.
54									
55	4332.34	Bldg. Repairs & Maint. (Water)	1,000	374		1,000			CT suggested \$1.000. CC asked, if we don't do Electric Building, would we potentially draw from this line. SA said Yes. All agreed to use \$1,000.
56 57	4222.25	Afer Lease also Marcona al La La casa							
57	4332.35	Nater delivery labor							SA stated this line is CLOSED.
58			E4 501						\$5,000.00 increase.
60		FOTAL:	54,501						
61		MISCELLANEOUS							
62		VIISCELLAINEOUS							
02									SA stated that we use this line if we have to invoice a homeowner. CC asked why this line was
									negative. SA stated it was because we have not received some money from the residents. It should
63	1222 1	Homeowner curb stop charge				1			be zero (0). It was agreed to leave at a \$1.00.
64		FOTAL:	135.000						νο τοιο (ο). Τι was agreed to reave at a φτ.υυ.
-		per Expense Categories	2023 Budget	Actual	DIFF.	FY24	Change	%	Comments
66		WATER TREATMENT COSTS	2023 Duuget		0117.		enange	70	connients
67									
07									

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									SA stated that this is for testing for the water system. Most of it is included in monthly road
68	4335.1	Eastern Analytical/ Testing) Nel	700	990		1,000			maintenance. We spent \$950.00 in 2022. It was agreed to use \$1,000.
69									
									CC asked does this include ALL chemicals? SA stated that we had used this line, before, for media
									replacements. BT commented that this cost depends on what the treatment process will be. It was
70	4335.11	Monson Chemicals (Chemicals)	4,000	1300		3,000			agreed to accept \$3,000.00.
71									
72									
73	4335.12	Quality Reports	2,000	1,300		2,000			CC asked if this line includes mailing. CA said no. It was agreed to leave at \$2,000.00.
74 75	4225 42					1			
75	4335.13	Mailing Water Quality Reports	1			1			It was agreed to leave at a \$1.00.
77	1335 11	Operator's Chemicals	1			1			It was agreed to leave at a \$1.00.
78	4555.14		1						
70									SA stated that because of Projects, this line dropped a little. If we are able to use Grant funds, again,
79	4335.15	Operator's Treatment Parts	4,000	0		3,000			we will.
80			,			-,			
81		TOTAL:	10,702			9,002			\$1700.00 decrease.
82									
83		WATER CONSERVATION							
84									
85	4338.1	Leak Testing & Conservation							CA talked about doing toilet/flapper tests but needing to see if we can get Grant money
86									
87 88		ENGINEERING & PERMITS							
00									CA stated that we twicely have an Admin Agreement of CE 000.00 for microllaneous parts. It was
89	/220 1	Engineering & Permits	5,000	2557.1		4,000			CA stated that we typically have an Admin Agreement of \$5,000.00 for miscellaneous costs. It was agreed to use \$4,000.00.
90	4559.1		5,000	2557.1		4,000			
91		WATER BONDED DEBT							
92									
93	4711	Bond Repayment Principal	164,799.18	160,519.54					Went down.
94		Bond Repayment Interest	29,324.52	29,917.42					
95		Bond Repayment Admin Fees	19,501.58	17,668.42					Went down.
96									
97		TOTAL:	213,625.28	208,105.38					
98									
99		TOTAL WATER (w/o Bonds & WA)	592,507.28	590,271.38		1			A reduction of just over \$2,000.00.
100									
101 102									
102			25.000						
103		WATER CRF	25,000						
104		METERS CRF	7,000						
TOD		GRANT MATCH	2,000						

	А	В	С	D	Е	F	G	Н	
106									
107									
108									
109		TOTAL W/CRF & WARRANT ART.	626,507.28	619,271.38				•	
110									