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

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

Thursday, February 29, 2024

In attendance:

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

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

Commissioner Auger started the meeting saying that the primary purpose of tonight's meeting is to do a full review of the Budget and Warrant Articles.

Commissioner Carr reminded Clerk, Lori Giarrusso, to put down the name of the person who seconds a Motion. She said she would.

.....

The Budget Updates and individual lines are attached as a separate Excel Spreadsheet. Said spreadsheet was for talking points and may not show every budget line.

OTHER BUSINESS:

Commissioner Taber stated that the future of Mary Rowe well is as follows, currently we cannot develop it but if the well site changes and restrictions change, this might be a potential site for mailboxes and a staging site.

AUDIT

Commissioner Taber stated that we are waiting for a signed quote from the Manager. The price of \$11,250.00 is based on last year's billable hours. This past year we were at \$12,400.00 and we are already at \$15,000-

\$18,000.00. Commissioner Taber stated he is concerned that we will have to pay outstanding invoices along with the current \$15,500.00.

SAND & GRAVEL

Commissioner Auger stated that we probably should get some sand and gravel which will be needed for road maintenance. She stated we need 1 1/2 crushed gravel which is \$390.00 per truckload, delivered. Four (4) truckloads would cost \$1,560.00. Three (3) loads of ¾ hardpack is approximately \$400-\$460.00, so a truck load which would cost roughly \$1,410.00. Commissioner Taber stated that the Board should look at invoices from last year, to confirm what the prices were at that time. He also stated that we do not know how wet it is going to be or how many events we might have, and that would maybe mean we would have to pull from the CCR's. At least another \$5,000.00 would probably be warranted to make sure we have enough of the necessary product.

OUTHOUSES

Commissioner Auger stated that she spoke with Allard, whom we used last year, but they no longer service our area. She then spoke to American Guardian Septic (AGS). The price they offered was higher than what we paid last year. Commissioner Auger asked if they would price-match and AGS said "yes". The ADA price is \$205.00/month, and the regular price is \$150.00/month. They pro-rate, normally, for five (5) months. September would not be a full month. For four-and-a-half (4 ½) months, the cost would be approximately \$2,000 - \$2,155.00. We only budgeted for 1,800.00.

WARRANT ARTICLES:

ARTICLE 1: ELECTIONS:

Open Positions are as follows:

- (1) COMMISSIONER (3-year term)
- (1) COMMISSIONER (1-year term)
- (1) DISTRICT CLERK (1-year term)
- (1) TREASURER (1-year term)
- (1) MODERATOR (2-year term)

** Elections are held every two years, on an even year.

ARTICLE 2: BOND - Commissioner Taber stated he needs to put in the figures. He anticipates \$1.3 million additional funds towards the gross budget for roads.

"x" amount will go to ground water.

"x" amount for CRF.

This Article requires a three-fifths (3/5th) ballot vote of those in attendance.

NHES requirement.

DRA requirement.

SRF – full amount. Loan forgiveness is not necessarily included.

ARTICLE 3 GENERAL OPERATING BUDGET (including debt service)

\$391,399.00

This would be a majority-vote Article.

ARTICLE 7 TOTAL SOURCE WATER PROTECTION

\$11,621.00

NHDES GRANT LIMITATION FOR SW PROTECTION

(to include the Toilet Flapper Project).

Needed to reduce water loss.

Commissioner Auger suggested adding this as an additional Educational.

Outreach Program: it would be useful to include this language, to help us qualify for the Grant.

ARTICLE 8 BEACH EROSION

Commissioner Taber asked, do we want one? Commissioner Auger said, “yes”. She also asked, do we want to include parking lots, not just the beaches? Commissioner Taber said it could be dependent on the cost. We have nothing in motion, now. Short of starting a CRF, for the main beaches, restorations, repairs for beaches and parking lots, for property affected by erosion, we could immediately have funds as it is approved. Commissioner Auger asked, could we do it as an overall protection? Commissioner Taber stated it would be better to be specific about the purpose. Commissioner Auger suggested the amount of \$20,000.00. She felt that amount could properly control beach repairs and erosion control and could entail parking lots. We could measure at the ELVD Beach Properties towards the protection of Gould Pond a/k/a Emerald Lake. Commissioner Taber stated that if we can find a Grant, maybe if it passes, we will have this to fall back on. If it fails, we could not go forward with beach erosion and we do not have any specific funds, on a Budget line. Commissioner Taber also stated that the State does have Grants. If we are accepted, all we must do is hold a public meeting and we simply have to explain the funds to make it legal.

Commissioner Taber asked if anyone had any thoughts, or an intended direction, on bidding rights of elected officials being allowed to do needed work in the District. Commissioner Carr asked, is there something special we can do to do that? Commissioner Taber stated the Board could vote to rescind. Currently it is now allowed. If you are going to bid on a job, you are considered an outside bidder so there is no conflict of interest. An elected official might be able to offer a better rate, which would result in less costs. Commissioner Auger stated she would not feel comfortable proposing to the public.

Commissioner Taber stated that the date for finalizing Warrant Articles is 3/31/2024. He stated we already have a scheduled hearing on 3/21/24 and then it will go into print. **He reminded us that we cannot get a final date until the Petition Articles are received. The residents have until 3/19/24 to file petitioned warrant articles with the ELVD Board of Commissioners for inclusion in the 2024 District Annual meeting. That only gives us two days to review and be ready for the hearing on 3/21/24. Petitioned Articles must be signed by no less than ten (10) registered District voters.**

Commissioner Auger made a **MOTION** to Submit and Ad to the Messenger for the Bond/Budget Hearing to be held on 3/21/24 and said Ad will run for two (2) weeks. **MOTION was SECONDED** by Commissioner Carr. **MOTION APPROVED.**

Commissioner Taber stated he will work on cleaning up the Articles & Budget Spreadsheets. It was stated that Debbie Cardideski will again be printing the Annual Report.

Commissioner Auger asked, “who wants to write the Commissioners’ Notes for the Annual Report”? Commissioner Taber stated that he will draft it up and Commissioner Auger can put in the across-the-year details. They both agreed.

LEAK DETAILS

Commissioner Auger stated that Randy Troupe was coming back on March 20th @ 10:00 am. She will also schedule with Aquaman. They will meet at 163 Gould Street.

EASTER EGG MAILING ON TUESDAY, MARCH 5, 2024

Commissioner Auger stated that we will be doing a Mailing, at the ELVD office, on Tuesday, March 5, 2024 @ 10:00 a.m. All residents can volunteer if they would like. District Clerk, Lori Giarrusso said she will come to help.

Commissioner Auger suggested that since we are doing a mailing, anyway, maybe it would make sense to include a quick paragraph about the Source Water Funding. Commissioner Taber asked how many sheets that would be as we have a limit. Commissioner Taber offered another suggestion, that we might check the Annual Fluoride Notification which is due by the CCRs. Commissioner Taber thought it might be due in July. Commissioner Auger stated she would find out the date.

NEW ROAD CONTRACTOR DISCUSSION: Commissioner Auger spoke with Steven Bouchard, Bouchard Excavation, LLC who is (our Current Contractor) and who submitted his bid for year-round road maintenance in the amount of \$230,000.00. The bid included a cost for one (1) year BUT he has told us that since he submitted that bid, he has received another offer for a Four (4-year) contract. He said that unless we are willing to accept him for four (4) years, now, instead of 1 (one), that is a dealbreaker for him! The base cost would still be \$230,000 but the cost would NOT change year-to-year. He stated that there could be additional fuel surcharges if the price changes or additional is needed.

Commissioner Auger stated she spoke to Gary Edwards, and he is OK to cut trees and move forward with a box for the sand at the sand pit (staging area). Culvert replacements are above & beyond and would not be included.

Steven Bouchard, Bouchard Excavation, LLC said he is willing to work with a month-to-month payment schedule, but he would require an initial amount that would be due in March, to get the staging area property ready to go. He also stated that he missed that he needed to quote for Calcium Chloride treatments. He stated that when he does the disbursements, he uses a water- based material. Commissioner Taber said that we have been doing calcium chloride treatments for the last four (4) years and they are NOT water-based. We use calcium chloride pellets. Last year, 4-5 tons took a day's work.

Commissioner Auger asked the Board, do you want to order road material: Commissioner Taber said, "yes". How about 3-4 truckloads, staged on the site? Commissioner Auger stated that prior to ordering it, we need to reach out to Ernie Butler so that he knows heavy trucks will be coming in.

A **MOTION** was made by Commissioner Taber to authorize ordering and receiving gravel mix and stone (based on prior material receipts) for four (4) truckloads of each. The **MOTION was SECONDED** by Commissioner Auger. **MOTION APPROVED.**

Commissioner Auger asked, should we do a Warrant Article, for a 1-ton or 1 ½ ton truck, with a sander, so we can do the sanding, ourselves? Commissioner Taber stated that whoever drives any truck over a ton, would need a CDL License. If it was a 1-ton truck, everyone could drive it. The cost for a 1-ton Dump Sander Truck would be \$80,000-\$110,000.00.

Commissioner Auger stated, that potentially, we have spoken about Mary Rowe, as possibly being available for a staging site. Road Contractor, Steven Bouchard stated he does NOT want to use Patten Hill. He needs us to ensure that he will not have to, and he wants an Agreement, in place, stating this. Commissioner Auger stated she will reach out to the Edwards family about their lot. Commissioner Taber said we need to include the language regarding that either Party can terminate with sixty (60) days' notice. We need to make sure if we are paying quarterly, how much money has been given up front? We need a reasonable percentage that happens on either side, what that could be, and to make sure we have reasonably covered our costs. What are the ramifications of a four (4)-year contract? Commissioner Carr stated \$230,000.00 is what I was expecting. This price, staying the same for four (4) years, is more palatable. We'd need to make sure there is a termination clause. Although the Contractor maintains insurance, he is saying he is NOT responsible for people, property, etc... Where does liability come in? Commissioner Taber stated, "We want to be sure we are not liable". In previous years, the Road Agent was responsible. Commissioner Carr asked, should we run it by our Lawyer? Commissioner Auger stated that MHMA does not do Reviews. Commissioner Taber stated that our insurance company, Primex, DOES do reviews.

The Board agreed that no one is opposed to a four (4-year) Contract. Commissioner Carr asked, what if the Road Agent walks? Commissioner Taber stated that nobody is penalized if they walk away. Commissioner said she would get back to Steven Bouchard by tomorrow, at the latest. The Start Date is expected to be within the next two (2) weeks. Commissioner Carr asked, are we expecting snow?

Commissioner Taber said that the new Contract covers the 2024/2025 season, so it should not be above and beyond. Commissioner Carr asked, do we have to approve now, or wait for the final Contract? Commissioner Auger stated she would go and tell Steven Bouchard our concerns our answers, and if need be, he can amend the Contract.

Commissioner Auger made a **MOTION** to move forward with an Agreement four (4-year) Agreement from Bouchard Landscaping, LLC, for \$230,000.00 pending contract review and final signatures. As soon as the Agreement is signed, we will move forward, immediately, and not wait for another meeting. Commissioner Taber stated that if we need to hold a special meeting, he stated the meeting could be held on March 7th. Commissioner Taber **SECONDED the MOTION. MOTION APPROVED.**

OTHER BUSINESS:

Commissioner Taber stated that today was the last day to buy ink on sale. Commissioner Taber made a **MOTION** to buy ink for \$300.00 or less. The **MOTION was SECONDED** by Sara Auger. **MOTION APPROVED.**

Commissioner Auger made a **MOTION** to adjourn the meeting at 8:07 pm. **MOTION was seconded** by Commissioner Taber. **MOTION APPROVED.**

TIME MEETING ADJOURNED: 8:36 PM.

NAME OF PERSON TAKING MINUTES: Lorinda Giarrusso

Sara Auger, Commissioner, Chair

Date

Brett Taber, Commissioner

Date

Michael Carr, Commissioner

Date

Respectfully submitted by Lorinda Giarrusso, District Clerk

	A	B	C	D	E
1	REVIEW OF 2023 BUDGET VS. PROPOSED 2024 BUDGET				
2	BUDGET REVIEW WAS 2/29/24/24				
3	Account Number	Expense Categories	2023 Budget	FY24	%
4	General Government				
5					
6	4130.1	Office Expenses-Other	1750.00	1600.00	
7					
8	4130.11	Rent 50%	6375.00	6675.00	
9					
10	4130.12	P.O. Box Rental	75.00	82.00	
11					
12	4130.13	TDS Phone/Internet Office	1100.00	1400.00	
13					
14	4130.14	Eversource	800.00	800.00	
15					
16	4130.15	Website	2255.00	2275.00	
17					
18	4130.16	Computer Maintenance	250.00	250.00	
19					
20	4130.17	ELVD Mailboxes & Fac. Maint	250.00	500.00	
21					
22	62500	NHMA Membership	605.00	625.00	we anticipate a rate increase.
23					
24	66500	Postage	275.00	200.00	
25					
26					
27					
28	60000	Advertising	200.00	200.00	
29					
30					
31	TOTAL:			14607.00	4.28%
32					
33					
34					
35	Account Number	Expense Categories	2023 Budget	FY24	%
36	Government Administration				
37					
38	4130.21	Stipend Payroll	20630.00	20630.00	
39					
40	4130.22	Emp. Ded./payroll taxes	1940.00	1940.00	
41					
42	4130.23	Payroll Program		700.00	QuikBooks - we will investigate cost during the year - desktop vs. Cloud Based.
43					
44					

	A	B	C	D	E
45	4130.24	Admin/File Clerk	3600.00	2000.00	
46					
47	4130.25	Education	400.00	400.00	
48					
49	TOTAL			25670.00	
50					
51					
52	Account Number Expense Categories		2023 Budget	FY24	%
53					
54					
55					
56	4150	Financial Administration	6500.00	6500.00	
57					
58	4150.2	Bookkeeper	3750.00	4400.00	
59					
60	4150.3	Professional Fees			
61					
62	4150.4	Bookkeeping & Software	500.00	300.00	
63					
64					
65	TOTAL		11401.00	11500.00	
66					
67					
68					
69	Account Number Expense Categories		2023 Budget	FY24	%
70					
71	General Government				
72					
73	4153	Legal Expense-General	4000.00	3500.00	
74					
75	4196.1	Workers Comp-Primex	462.10	500.00	
76					
77	4196.2	Liability & Property	2567.57	3210.00	
78	TOTAL:		7029.67	7210.00	
79					
80					
81	Account Number Expense Categories		2023 Budget	FY24	%
82	Highways and Streets				
83					
84	4312.1	Contract Maintenance	10000.00	?	
85					
86	4312	Grading & Other Repairs	140000.00	150000.00	
87					
88	4312.11	Sand & Gravel	10000.00	20,000 ?	

	A	B	C	D	E
89					
90	4312.12	Tree Service	2500.00	2500.00	
91					
92	4312.13	Incidental Snow Removal	1.00	1.00	
93					
94	4312.4	Calcium Chloride	1.00	1,000.00 ?	
95					
96	4312.15	Road Signs	600.00	300.00	
97					
98	4132.16	Road Repair - Subcontract	10000.00	20000.00	
99					
100					
101	TOTAL		268243.67 ?		
102	Account Number Expense Categories		2023 Budget	FY24	
103	4313.1	Bridge Repairs - subcontra	1.00	1.00	
104					
105	4319	Engineering & Permits	3000.00	2000.00	
106					
107					
108	4319.1	DigSafe	100.00	100.00	
109					
110					
111	TOTAL		3101.00	2101.00	
112					
113	4520.1	Maint., Supplies, Improve	2000.00	2000.00	
114					
115	4520.12	Outhouses for beaches	2200.00	2275.00	
116					
117	4520.13	Lake Testing (NH Public ..)	800.00	900.00	
118					
119	4520.14	Maintenance Contract	9000.00	14650.00	
120					
121	TOTAL:		14000.00	19825.00	
122					
123	General Bonded Debt				
124					
125		Prin. (Red Fox Cro. Bridge)	20000.00	20000.00	
126		Interest on Loan	7605.00	6585.00	
127					
128					
129					
130	TOTAL		27605.00	26585.00	

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	A	B	C	D	E
1	REVIEW OF:	WATER SYSTEM BUDGET			
2	ACCOUNT REVIEW AS OF 2/29/2024				
3	Account Number	Expense Categories	2023 Budget	FY24	%
4					
5	4331	Administrative Expenses - Other			
6					
7	4331.1	Legal fee related to water	4,000	3,500	
8					
9	4331.11	Rent @ 50%	6,375	6,375	
10					
11	4331.12	Membership GSRWWA	250	285	
12					
13	4331.13	Audit	6,500	6,500	
14					
15	4331.15	Insurance	1	1	
16					
17	4331.16	Hillsboro Water Bill Invoicing	900	1,000	
18					
19	4331.2	Professional Fees	250	600	
20					
21	TOTAL:		18,276	18,261	
22	4332	Maintenance & Repair Water .			
23					
24	4332.1	Maintenance - Other	7,500	7,000	This is an estimate. Commissioner Taber stated asked, what would our costs be for this year? This amount would only buy some of these parts. We don't know the cost for Patten Hill and we regularly have expenses for spare parts.
25					
26					
27					
28	4332.5	Zone Meter	3,500	3,500	Commissioner Auger did not hear back on price. She will follow-up.
29					
30	4332.11	WSO Monthly Contract	103,800	103,800	
31					
32	4332.12	Propane & Fuel Surcharge	6,500	6,000	
33					
34	4332.13	Eversource	30,000	31,000	
35					
36	4332.14	TDS Internet for Water	1,100	1,100	
37					
38	4332.15	Powers Generator	3,000	4,000	
39					
40	4332.16	Incidental Snow Removal - 66%	1	1	
41					
42	TOTAL:		155,401	156,401	

	A	B	C	D	E
43					
44					
45					
46	Account Number	Expense Categories	2023 Budget	FY24	
47	Emergency/Leak Repairs				
48	4332.2	Labor for Leak Repair	40,000	35,000	
49					
50	4332.21	Excavator	8,000	4,500	
51					
52	4332.22	Parts (Replace Curb Stops, etc)	10,000	10,000	
53					
54	4332.23	Trucking of Water	40,000	50,000.00	
55	Account Number	Expense Categories	2023 Budget	FY24	
56					
57					
58	4332.24	Water Bought	15,000	15,000	
59					
60	4332.25	Leak Detection - Fuel used to ..	12,000	15,000	
61					
62	TOTAL:				
63			135,000	129,500	
64					
65	NON-LEAK REPAIRS				
66					
67	4332.3	Non-leak repairs - Labor & Exc.	40,000	50,000	
68					
69	4332.31	Replace Curb Stops/Parts	500	500	
70					
71	4332.32	Well Maintenance	13,000	10,000	
72					
73	4332.33	Replace Pipes/Treatment Ctr.		1	
74					
75	4332.34	Bldg. Repairs & Maint. (Water)	1,000	1,000	
76					
77	4332.35	Water delivery labor			
78					
79	TOTAL:		54,501	61,501	
80					
81	MISCELLANEOUS				
82					
83	4332.4	Homeowner curb stop charge ..		1	
84	Account Number	Expense Categories	2023 Budget	FY24	%
85	WATER TREATMENT COSTS				
86					

	A	B	C	D	E
87	4335.1	Eastern Analytical/ Testing) Nel	700	1,000	
88					
89	4335.11	Monson Chemicals (Chemicals)	4,000	3,000	
90					
91					
92	4335.12	Quality Reports	2,000	1,800	
93					
94					
95	4335.13	Mailing Water Quality Reports	1	1	
96					
97	4335.14	Operator's Chemicals	1	1	
98					
99	4335.15	Operator's Treatment Parts	4,000	3,000	
100					
101		TOTAL:	10,702	8,802	
102					
103	4338.1	WATER CONSERVATION		1	
104					
105	4338.1	Leak Testing & Conservation ..			
106					
107		ENGINEERING & PERMITS			
108					
109	4339.1	Engineering & Permits	5,000	4,000	
110					
111		WATER BONDED DEBT			
112					
113	4711	Bond Repayment Principal	164,799.18	160,519.54	
114	4712	Bond Repayment Interest	29,324.52	29,917.42	
115	4790	Bond Repayment Admin Fees	19,501.58	17,668.42	
116					
117		TOTAL:	213,625.28	208,105.38	
118					
119		TOTAL WATER (w/o Bonds & WA)	592,507.28	586,572.38	
120					
121		WATER CRF	25,000	15,000	
122		METERS CRF	7,000	8,000	
123		GRANT MATCH	2,000	2,000	
124					
125		TOTAL:	34,000	25,000	
126					
127		TOTAL W/CRF & WARRANT ART.	626,507.28	586,572.38	
128					

	A	B	C	D	E
129					Commissioner Taber proposed, if we were at \$29,000, with a total Budget of \$615,000, this calendar year, per the State, we would not incur loan payments on the water system until 2025. That would allow us to not have a rate increase, but put into the CCF, if we offset thru capital reserves and we will also have trends by then. Commissioner Taber suggested the following:
130					<u>Water CRF</u> \$40,000
131					<u>Grant Match</u> 2,000
132					<u>Residential Meters</u> 13,000
133					<u>Water System</u> 25,000
134					Commissioner Taber stated there would only be a \$65.00 increase, to the entire budget, this way.