

Monthly Meeting of the Board of Commissioners

Emerald Lake Village District

January 12, 2017

147 West Main Street Suite 203, Hillsboro, NH

Present: Mark Rodier, Commissioner (in person)
Diane Cunningham, Commissioner (in person)
Debi Flanders, Treasurer (in person)
Joanne Tramontozzi, Administrator (in person)
Kim Grondin, Clerk (in person)

ELVD Residents: Joseph Feindel, Eileen Feindel, Keith Huber, Mark Martin, Kevin Leonard (Northpoint Engineering), Ed Coulter, Warren Fleck, Peter Holden (Holden Engineering), Kristi Lundt, and L.Paul Lundt.

The regular District Meeting with the Board of Commissioners was duly convened at ap. 6:01 pm at the ELVD District Office, as noticed, with a quorum consisting of two out of two Commissioners present. Mark Rodier and Diane Cunningham would like to inform everyone that the meeting is for the purpose of conducting central 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 ELVD residents. The board will be discussing and voting on many issues tonight, which only the board can vote on these issues. Any public comment on an issue at hand must be recognized by the board and only within the public comment period. ELVD Commissioners are very happy that there are so many people are here tonight. If there are residents that would like to make public comment or have questions, there will be a public comment session. During the public comment session, 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 public comment session is over, we are asking everyone to quietly sit and observe the rest of the meeting or move to another location. Anyone who disturbs the meeting will be asked to leave. With that said, Commissioners would like to thank all residents attending the meeting.

1. Interview Northpoint Engineering for Hummingbird Lane and Hemlock Street Drainage Reconstruction: Kevin Leonard has introduced himself to the board. Joanne Tramontozzi, Administrator, has put together some questions to ask, the first one being, whom from your firm will be doing this work. Kevin Leonard has replied that he will be directly involved with the engineering. How will you do the oversight of construction? Kevin Leonard replied that they cater their construction sites to what the client wants.

Kevin Leonard states that they will provide a permitted project with DES and will be ready to bid the project out once it is designed. Joanne Tramontozzi, Administrator, asked if it is included in the cost for them to be onsite. Kevin Leonard states that is not included in the price but that can be added to the proposal. Joanne Tramontozzi, Administrator, asked if there will be any additional fees on top of the proposed amount. Kevin Leonard states that the bid is all inclusive, minus application fees, permit fees, etc. from the state. Joanne Tramontozzi, Administrator, asks that once the contract is executed, how soon will work begin and be finished. Kevin Leonard suggests as soon as spring begins, they will start it right away and will be complete by summer. Joanne Tramontozzi, Administrator, asks what guarantees does he have that this design they put together will work. Kevin Leonard replied that he has been doing road designs for his entire career and they are an established company and he is very confident that there will be no issues.

2. **Review Joe Feindel's Contract:** Joe Feindel has asked the board what exactly is in his contract to do around ELVD and about raising his pay to at least \$1200 a month. Mark Rodier, Commissioner, states that the contract states his duties are as follows, keeping the beaches clean, mowing beaches, parks, fenced areas, well heads, by water tanks, access roads and paths biweekly, empty trash cans and pick up trash daily, leaf blowing of the leaves and twigs on all beaches and parks as needed, clean up roadsides monthly, trim brush at intersections, around road signs, and hydrants to maintain line of sight for traffic as needed. Additional responsibilities are identified by either party, which are one time projects that are outside the scope of regular maintenance to existing grounds and facilities. Contractor shall have the right of refusal, plus refusal to bid on such projects and an hourly rate to be established by ELVD BOC. Mark Rodier, Commissioner, states that Joe Feindel has compensation of \$1000 a month, he was getting \$800, and Joe Feindel approached the board asking for \$1500 after budget, Board of Commissioners agreed on \$1000. Joe Feindel has expressed that he has to supply his own liability insurance, which is costing him \$650 a year, so would like an increase in his pay. Debbie Flanders, Treasurer, states that in the contract Joe Feindel's pay is negotiable from 5 to 15%, which has already been exceeded. Mark Rodier, Commissioner, states that this will be put on hold at the moment for future discussion and he will keep us updated.

3. **Review Zack Plummer's Contract for Snow Plowing:** Mark Rodier, Commissioner, had an informal meeting with Zack Plummer asking for a contract to be made on his exact duties, as well as a price for the 2016-2017 plowing season. Contract includes Mailboxes plowed, sanded as needed, shoveled around building, shovel around middle fence posts, shovel roof every 12 inches, Treatment center plowed, sand at his discretion, shovel path to propane tank in fenced in area, in front of generator and in front of door, Mary Rowe plowed and sanded at his discretion, Patten Hill tank plowed and sanded at his discretion, and Patten Hill gate plowed and sanded at his discretion. Zack Plummer provided a quote of \$3440 for a ten storm season, which over 2 inches will be considered a storm. Motion was made to accept Zack Plummer's quote of \$3440 and contract for the 2016-2017 plowing season, as well as the first payment of \$1046, seconded and approved.

4. **Contract for Auditors:** Joanne Tramontozzi, Administrator, states Melanson and Heath Accountants and Auditors are looking for ELVD to sign a three-year contract for the amount of \$9,750 each year. Debbie Flanders, Treasurer states that is about what ELVD has been paying. Motion was made to accept Melanson and Heath Accountants and Auditors contract for auditing purposes, seconded, and approved.

5. **Interview Holden Engineering for Hummingbird Lane and Hemlock Street Drainage Reconstruction:** Peter Holden from Holden Engineering has been introduced. Joanne Tramontozzi, Administrator, starts off with the first question of who from your firm will be doing this work. Peter Holden states that he will be the project manager but there will be a number of people that will be working on the project, such as a drainage preparation engineer, survey people, research people, permit people, application people, etc. Peter Holden, Holden Engineer states that they will oversee the project at critical points, as there is no need for them to be there the whole time but will be there when there is a need. Joanne Tramontozzi, Administrator, asks if there are any other fees that is not in the proposal and that ELVD should expect. Peter Holden explains that permit fees, application fees, and certified mail fees are not in the proposal. Joanne Tramontozzi, Administrator, asks once the contract is executed, how long will work begin and be finished. Peter Holden states that they will start right away with research, field work and will do the surveying in the snow, as long as it is not too bad. Peter Holden states that he has already taken a bunch of pictures of the area when there was no snow to get an idea. Peter Holden states that it would be about three weeks or so before they have a base plan, then meet at the site and start on the applications and permits, which could take up to 60 days but the project would move right along. Joanne Tramontozzi, Administrator would like to know what guarantees Peter Holden has that the design will work. Peter Holden explains Holden Engineering has performed a lot of drainage projects and that it's pretty guarantee, as long as we don't have a 200 year storm but it is designed up to a 50 year storm. The design will be robust enough that if it gets hit with a snow plow, the design will hold.

6. **Acceptance of Two Donations to Emerald Lake:** Lisa Reinemer has donated \$150 to ELVD for the use of Eastman Park to hold Zumba classes. Motion was made to accept the donation to put back into Eastman Park, seconded, and approved.

Stella Arvanteaki has donated a picture of Emerald Lake from the 1960's, which ELVD will reimburse her half of the picture in the amount of \$23.60 and her husband has agreed to donate a metal frame for the picture. Motion was made to accept the picture and frame, as well as a reimbursement of \$23.60 to go back to Stella Arvanteaki, seconded and approved.

7. **Approval of Prior Meeting Minutes:** BOC's reviewed the prior monthly commissioner meeting minutes dated for December 8, 2016, which were signed and dated with no changes made. Motion was made, seconded, and approved for the final draft to be posted.

8. **Finances:**

Update of Accounts: A financial report/balance sheet and current bank statements were handed out. All bills are paid and up to date. Transaction list and Bill Payments for all vendors was reviewed, signed and dated by two out of the two commissioners. Debbie Flanders, Treasurer has also handed out a bank statement to be reviewed.

Payment of Manifests: Water and general fund manifests were reviewed, signed, and dated by two out of the two commissioners. Reconciliation Summary and details was reviewed, signed and dated by Debbie Flanders, Treasurer and Eileen Feindel. Payroll manifest was reviewed by two out of two commissioners. Debbie Flanders, treasurer also has made copies of manifests, as well as balance sheets for commissioners to have for their own personal files. Copies of all above documents were also made for ELVD residents to review.

9. **Public Comment Session:** Warren Fleck asked the board how much money was the bid from Northpoint Engineering for engineering, Mark Rodier, Commissioner, states \$12,000 and \$20,000 from Holden Engineering.

Keith Huber asked where the money is coming from for the actual construction, per the engineer design. Mark Rodier, Commissioner, states that it is existing money, as well as a warrant article coming in April. Keith Huber is asking if the construction is supposed to be starting in April, then that doesn't give any time for ELVD residents to vote on it. Mark Rodier, Commissioner, states by hiring the engineer, ELVD can get the ball rolling, so we know what we are looking at to complete the project, as the first step is to have it engineered and permitted, which ELVD already has the money for that.

Ed Coulter asked the board about moving the mailboxes to make it more convenient for everybody. Mark Rodier, Commissioner, states that the goal is to put the mailbox building where the Mary Rowe well is but we cannot do anything at this point, as ELVD has projects to be completed before that such as water pipes that need to be replaced, a bridge that needs to be replaced, and an intersection that needs to be fixed.

10. **Next monthly Meeting:**

The next monthly meeting will be held on **February 9, 2017** at the ELVD District Office 147 West Main Street Suite 203, Hillsboro, commencing at 6:00 pm.

Next workshop meetings will be scheduled as needed for budget and the continuance to work on water lines.

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

Adjourned at 7:56 p.m.

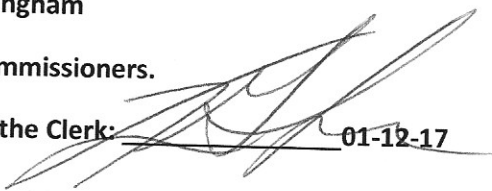
By:  2-10-17

By: 

Mark Rodier

Diane Cunningham

Board of Commissioners.

Certified by the Clerk: 

01-12-17