



Emerald Lake Village District

Hillsborough, New Hampshire, 03244

ELVD Workshop Meeting Minutes

Wednesday, 05.01.2019

Attendees

Dianne Cunningham, *Chairwoman of Commissioners (In Person)*

Linda Whiting, *Commissioner (In Person)*

Steve Criner, *Commissioner (In Person)*

Debbie Kardaseski, *Treasurer (In Person)*

Kim Grondin, *Clerk (In Person)*

Eileen Feindel, *Office Manager (In Person)*

ELVD Residents

Melissa/Brett Taber, Megan Criner, Joseph Feindel, Richard Whiting and Patricia Hill

The Workshop was called to order at 6:02 p.m.

Swearing Ceremony:

Commissioner Cunningham proceeded to begin the swearing in of the recently elected officials for the position of Clerk (Kim Grondin), Treasurer (Debbie Kardaseski) and Commissioner (Steve Criner).

Steve Criner (*Commissioner elect*) requested more information regarding previous accommodations or agreements regarding the responsibilities of the Clerk. Clerk Grondin confirmed an agreement stating she was only required to attend the Monthly Workshop and District Meetings. Discussion was had amongst the board as to the legalities of this accommodation and whether the accommodation could be made moving forward without negatively impacting the function of the District.

Clerk Grondin made clear she could not continue in her role as Clerk without the previously agreed to accommodations and elected not to be sworn in as ELVD District Clerk.

Steve Criner informed the board that he had been in contact with two residents of the community interested in the role and suggested Megan Criner be sworn in as Clerk Pro Tem. until such time as he could approach the interested individuals in preparation for the next District Meeting. More discussion was had amongst the commissioners regarding any contract that Clerk Grondin may or may not have had. Brett Taber (*resident*) questioned if any contract could still be in effect since it's been years since that original agreement was made and the Office of the Clerk is an annual position. The board agreed that more information needed to be obtained regarding Clerk Grondin's original agreement as she has been a valuable asset to the district.

Commissioner Cunningham motioned to swear in Megan Criner as Clerk Pro Tem. for the day's workshop. Motion was seconded by Commissioner Whiting and approved the temporary appointment for the workshop.

The positions of Clerk Pro Tem., Treasurer and Commissioner were respectively sworn and signed.

Megan Criner *Clerk Pro Tem.*
Debbie Kardaseski *Treasurer*
Steve Criner *Commissioner*

Approval of Meeting Minutes:

Commissioner Cunningham presented the BOC's Annual Meeting Minutes dated April 20, 2019. Motion was made to accept the meeting minutes, seconded and approved.

Finances:

The commissioners coded and signed for the water and general accounts.

Commissioner Criner requested copies of the checks written be included with the monthly bank statements so that the board can identify who the checks being approved were made out to. The board discussed any costs that may be associated with getting copies of checks and ultimately agreed that a print out from quickbooks will be provided with bank statements.

Treasurer Kardaseki reviewed the financial approvals and informed the board that they are required to review the codes and she would ensure they would be coded correctly for this workshop.

The board discussed the need for Pro Tem. appointments requiring pay to submit invoices.

General Discussion:

Commissioners discussed culverts on Hummingbird and Hemlock where residents failed to clean out resulting in damage to a recently repaired culvert on Hummingbird. The board discussed that some of the residents might not be physically able to clear them, the board agreed to look into getting volunteers to assist those residents.

The board discussed the volunteer email list as it appears emails going to the volunteers are not being received.

Resident Patricia Hill asked the Board asked for a update on the Red Fox Crossing bridge. Ms. Hill explained that she had heard that there were two bids submitted for the bridge and was wondering why it was going to take so long. Commissioner Whiting confirmed that two bids had been received for the bridge and Commissioner Cunningham stated that the time frame for completion was in large part due to the time it takes acquire the permits through DES because of the water.

Patricia Hill (*Resident*) stated that she was told that DES isn't what was slowing the process down. Commissioner Criner stated that since his election he had been looking into the issue and found that there has been a lot of miscommunication surrounding the bridge and wanted to clarify where the district was with Red Fox Bridge. Commissioner Criner stated that when the bridge initially failed, the board contacted its contracted engineers (*Wright-Pierce*) to look at the bridge. According to what Commissioner Criner was told, the engineers would not certify the bridge for reopening. When the board members asked the engineers what could be done to reopen the bridge, the board was offered some suggestions, but ultimately could not certify the bridge even if the temporary fixes were made.

Commissioner Criner went on to point out that while in the office, he found four qualifications and technical proposals for the Red Fox Bridge dating back to November of 2016. The commissioner went on to explain that the four

qualification proposals were presented in great detail and even included pictures of the bridge indicating to the commissioner that a lot of the initial planning could possibly be already done, the district just needs to approach these companies for bids which could speed up the process. Commissioner Criner stated that he wasn't impressed with the current bids because they lacked any significant detail that could help the board make an educated decision.

Commissioner Criner went on to state that the bidding deadline of May 15, 2019 would not be a sufficient amount of time to allow the bidding process to take place and suggested the board to extend the deadline to June 15, 2019. Commissioner Criner noted that ELVD Procurement policy allowed the board to extend this deadline in Section 5, Paragraph 5.3 as long as the board voted unanimously.

A motion was made to extend the bidding deadline June 15th, 2019 seconded and unanimously approved.

Treasurer Kardaseski stated that she had spoken with district legal counsel regarding the bridge construction and was informed that if a bid came back higher than what the district allocated for the project, construction could not begin until the next annual meeting where the BOC would appropriate the remaining funds. Treasurer Kardaseski recommended to first have Wright-Pierce Engineers spec the bridge so that the permitting process can get underway as it takes a minimum of 120 days for permits.

Patricia Hill (*Resident*) expressed concerns regarding access to residents in the event of an emergency. The Board discussed options that might allow emergency vehicles to access the bridge but based on concerns of citizens moving temporary blockades and liabilities associated with any such emergency access, the board agreed the bridge should remain closed. Commissioner Criner stated he will look into ways to grant emergency access to the bridge that will not expose the district to any liabilities.

Bret Taber (*Resident*) Asked how it was we could already have two bids in when the bridge hasn't even been spec'd out yet? Treasurer Kardaseski stated that the two bids received had their own engineers look at the site and that the project was a "turn key bridge".

Commissioner Criner stated that from what he understood, because the board has not decided on what kind of bridge the district needs, he felt the board should wait to see what suggestions the companies come back with and make a decision from there. The commissioner also stated that once the bids are in he will complete a cost/benefit analysis to share with the district.

Commissioner Criner also advised the board that once a decision is made with the bridge, that the district begin appropriating funds in anticipation for the bridges replacement much like a condo association would. The commissioner went on to explain that if we take the cost of the bridge, adjust for inflation and divide it by the life expectancy of the new bridge, the district would likely never be in this position again.

The question was raised if the district had advertised that the district was open for bids and it was determined it had not. The board also noted that the bids had not been solicited properly and in accordance with the districts procurement policy. Commissioner Criner stated he will follow up with the bridge process and will report back to the board at the next district meeting.

Joe Fiendell (*Resident*) requested an update on the bidding for the gazebo repairs. Commissioner Cunningham stated that the day they requested contractors to meet for the scope of work, nobody showed up. The commissioner went on to explain that the contractor that built the building on Patton Hill, quoted the district a price of \$1500-\$2000.

Joe Fiendell (*Resident*) Stated that there are multiple boards on the picnic table that needed to be fixed as well. The board discussed some options for repair and both the gazebo and the picnic table and added these items to the agenda for bidding.

Brett Taber (*Resident*) Asked the board when they plan to install the grills donated to the district. The request was noted and added to the agenda for bidding.

Melissa Taber (*Resident*) Inquired about the sign holders on the kiosks as they were in disrepair and located replacements on line that were relatively inexpensive. Commissioner Criner asked if we could go ahead and approve the expense and was informed it needed to wait until the district meeting.

Joe Fiendell (*Resident*) inquired about opening the gates by the mailbox and the board agreed he could use his judgement as to when to open and close the gates.

Commissioner Criner inquired about the new pumphouse for pumps 6-8 and when the district anticipated completion of that project. Commissioner Cunningham stated that it could not be done this year as it was not in the 2019 budget. Bret Taber (*Resident*) stated that WSO had quoted approximately \$75,000 to move the electrical over to the new building. Commissioner Criner asked if this item had been put out to bid and determined it had not and added that project to the agenda for bidding. The board will look to district volunteers to complete the painting on the building.

Brett Taber (*Resident*) Asked the board if sand pit was owned by Skippy Edwards and noted that it looked like there was sort of oil spill coming from the grader close to the river. The board took note and will contact Skippy.

Melissa Taber (*Resident*) Presented the board with the eight properties connected to district water that are currently not paying the water bill. Much discussion arose around the usage of water and how the district can hold residents accountable. Commissioner Criner stated he identified two avenues that district could pursue that would allow the district to fine and ultimately place liens on properties that are non compliant and delinquent in paying fines. Commissioner Criner is going to work with district legal counsel to explore all options.

Commissioner Criner requested that the board allow him to put together the job description the the town administrator role, and post it. A motion was made to allow the commissioner to move forward, seconded and approved.

Commissioner Criner requested of the board that he work with district legal council to see if the district can make its own FaceBook page that would allow the district to post notices on that platform.

Joe Fiendel (*Resident*) Stated that he felt the board should approve the water hookups for the new homes on Rabbit Path. He states that allowing the hookups would generate income for the district and allow the residents to use the properties they invested in. The board discussed in detail its concerns regarding the town issuing building permits when we are in a water ban. Commissioner Cunningham stated that the reason the town is still issuing the permits is because DES lifted water ban so the town feels it within its rights to issue said permits. The general consensus of the board members was that they would like to allow the hookups to

the water system but will need enlist the help of the town so we don't overburden the districts water system.

Treasurer Kardaseski requested an invoice from Skippy Edwards be submitted before a bill get paid, after some discussion the board agreed.

Commissioner Criner inquired about the districts use of personal email for district business. Commissioner Cunningham stated that district legal counsel stated it was ok to use gmail. Commissioner Criner stated that district emails fall under right to know laws and therefore needs to be maintained by the district. The board agreed and Commissioner Criner will follow up with district legal council to ensure compliance with RSA's.

Brett Taber (*Resident*) Reminded the board that the pre application deadline for water grants is mid June. Mr. Taber states that its a two year process and if the district waits, it will be another year before we can apply. The board noted the suggestions and added to the agenda for the district meeting.

Commissioner Criner stated that there is alot to follow up with after today's workshop. He informed the board that he intends to prioritize the District Administrator role so the district can begin tackling the issues discussed.

Commissioner Cunningham moved to adjourn the workshop at 8:48 pm, seconded and approved.

Sincerely,

Megan Criner, *ELVD Clerk Pro Tem*.

Approved by:

Diane Cunningham, *Commissioner*

Linda Whiting, *Commissioner*

Steve Criner, *Commissioner*
