



EMERALD LAKE VILLAGE DISTRICT
HILLSBOROUGH, NEW HAMPSHIRE, 03244

ELVD Workshop Meeting Minutes for Wednesday, February 6, 2019

In Attendance: Diane Cunningham, Commissioner, Linda Whiting, Commissioner, Debbie Kardaseski, Commissioner, Jessica Vitkauskas, Treasurer, and Kim Grondin, Clerk.

Public Attendance: Joe Damour (WSO+) and Richard Whiting.

The workshop was called to order at 6:00 p.m.

Joseph Damour, CEO WSO+ had joined the ELVD workshop meeting with a full list of projects and explanations for the CIP fund. After much discussion, it is found that the priorities for ELVD would be to replace tank control valves tank filter at Meeting house, replace flow meter at Meeting house, install SCADA at Meeting house and Mary Rowe, as well as the complete installation of wells 7, 8, and 9 pump station. Commissioners will review these and discuss the budget for the 2019 Annual Meeting. Commissioners will keep residents informed.

Discussion of the 2018 Sanitary Survey was discussed. Joseph Damour, CEO WSO+ will respond within the 30 days, to the survey with an action plan for the recommendations. Joseph Damour, CEO WSO+ will send commissioners his response and action plan to review before he sends his response back. Commissioners will keep residents informed. Commissioners thanked Joe Damour for all the information and explanations.

Commissioners coded and signed invoices and manifests for the water and general accounts.

Discussion was had about a driveway permit for Huntington Drive. Diane Cunningham, Commissioner states additional information is needed. Linda Whiting, Commissioner is working with resident on receiving this. Linda Whiting, Commissioner will keep residents updated.

Discussion was had about Network Solutions concerning the ELVD.com domain name. More discussion will be at next weeks BOC meeting.

Jessica Vitkauskas, Treasurer states that she spoke with Justin Richardson, ELVD Lawyer about the \$54,000 and states that because "we have a water surplus account set up, we can transfer money to that account at a regular monthly meeting, but the vote has to be unanimous by the commissioners. Any other CIP account would have to have a warrant article and completed at an annual meeting". Jessica Vitkauskas, Treasurer also states, "if we want to take money out of the surplus account for an emergency, we can do that without writing a warrant article, which is why a surplus is a little different than other CIP accounts." Jessica Vitkauskas, Treasurer states that she did ask ELVD Lawyer why is the budget written for something that is inconsistent with when our annual meeting is, and he states we can only have our annual meetings in March, April, or May and a 15-month budget is inadvisable because it messes up the books and audits. Jessica Vitkauskas, Treasurer states "In theory, ELVD will be operating without a budget during those first three months but you are operating under the fact that the budget for the year will be approved because year after year, ELVD budget is mostly the same as far as expenses. If we don't make any big warrant article-based decisions, we will be fine."

Commissioners discussed a vote on continuing to not allow any water hookups. Debbie Kardaseski, Commissioner will be going to the town offices to discuss this matter. Commissioners will keep residents informed.

Commissioners discussed the date of the Annual Meeting. After discussion, it is found that the Annual Meeting will be tentatively May 4, 2019.

Commissioners and Treasurer will convene on **Friday, February 15, 2019** to discuss budget and annual report.

The next BOC Meeting will be held on **Thursday, February 14, 2019** at **6:00 p.m.**

Motion was made by Diane Cunningham, Commissioner to adjourn workshop meeting at 7:38 p.m., seconded and approved.

Sincerely,

Kim Grondin, ELVD Clerk

Approved By:

Diane Cunningham, Commissioner

Linda Whiting, Commissioner

Debbie Kardaseski, Commissioner
