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Emerald Lake Village District

Hillsborough, New Hampshire, 03244

ELVD COMMISSIONER MEETING MINUTES

Thursday, April 9, 2020 - Entire meeting held on GoToMeeting/Remotely

Attendees in Person:

Brett Taber, *Chairman*
Sara Auger, *Commissioner*
Mark Martin, *Commissioner*
Deb Kardaseski, *District Administrator*
Shawna Kilcoyne, *Treasurer*
Rick Rose, *Clerk*

Other Remote Attendees:

Melissa Taber, Greg Klos, Jim Czifrik, Joanne Staples, Sylvia Pelletier and Jon Daley.

Meeting was called to order at 6:31 pm by Chair Taber.

Agenda Topics:

* Review need/options for future Annual Meeting date needs under revised Governor Emergency order #12, Pursuant to Executive order 2020-04 - temporary modifications of public access to meetings under RSA 91-A and emergency order #23: this public body is authorized to meet electronically and there are no physical locations to observe. Chair Taber has confirmed we are utilizing GoToMeeting. All participants have the ability to speak and to listen whether by phone or computer. All votes taken during this meeting will be done by roll call.

- Status of future public meetings to be held - how being held - until further notice all meetings will be in the manner in which we are utilizing tonight.

* Follow up on notification to the State of Annual Meeting/Election change: communication was done with the school (for our meeting that was scheduled for April 18th) and the Supervisor of the Checklist (their meeting was scheduled for April 11th) that our annual meeting and elections have been postponed. Tentatively, the commissioners have agreed that holding the annual meeting could be held in June. All the budget and bond hearings (for the water and bridge projects) have to be held first which will be scheduled for April 25th and will be advertised in the April 17th paper.

OLD BUSINESS

* Status of hydrant accident (Gould/Red Fox Crossing) with resident: this has been completed. Letter drafted to send to the resident outlining his payment plan. Chair Taber will sign and send out.

* Approval of March 25th and March 31st meeting minutes: for the March 25th minutes, on page 3 there was a copy/paste error on an agenda line item, corrections made to attendance - the only people that were physically present at the office were Chair Taber, Eileen Feindel, Joe Feindel, Melissa Taber, Commissioner Martin and newly-sworn in Moderator Mark Rodier and everyone else attended the meeting remotely. On page 2 on the second bullet there was a roll call vote: Commissioner Martin responded yes, Chair Taber responded yes and Commissioner Auger responded yes. The Revision Energy kilowatt system needed to be changed from 100 to 69. For the March 31st minutes, correction made on when the stipend changes would occur - they would occur in 2020 (after the annual meeting) and not 2021 and regarding the Wright-Pierce bridge bids - 'responsive' should be 'responsible'. Chair Taber made a motion to accept these minutes, as amended, Roll call vote: Commissioner Martin responded yes, Commissioner Auger responded yes and from Chair Taber, yes. Motion passed.

* Status of driveway request for Emerald Drive: we were looking for a confirmation of a curb stop which was found and a letter was sent to the resident March 26th informing that they had a broken curb stop and the district sent a request to WSO for repair.

* Status of driveway request for Alpine Way: Admin Kardaseski spoke to the resident today and she was informed by them they were putting this on hold. This resident also let our Admin know that he'd be interested in bidding on a contract for our road maintenance.

* Follow up on Revision Energy topic/questions from the March 23rd meeting: any future updates will be shared once we receive the responses to questions we sent them.

* Status of PFAS results to aid in the future waiver process: the samples were taken on March 27th and we are awaiting the results from the state.

* Communication to the residents regarding arsenic levels: notices have been filled out and ready to be copied and mailed. The mailings will go out by the 16th.

BUDGET RELATED TOPICS

* Review options for water loan plan to complete application - bond review: the board has decided to go with the source water option. Wright-Pierce provided a quote for \$330 - \$350K which includes 4 tasks: pressure transducers and data analysis, well video and pump assessment, sand and gravel exploration and meeting with DES. Going with a municipal bond bank would be more beneficial than getting a State loan because of a lower interest rate and not having to pay admin fees.

~ NHDES, previously, let us know we were in line to receive a \$350K emergency loan but due to time constraints placed upon us with COVID-19, we are unable to accept by May 1st as we are unable to have our annual

meeting to vote on this topic. Admin Kardaseski will check to see if there may be an extension available due to the pandemic.

* Review quote for old water treatment media waste removal - open: two quotes were received and a third is forthcoming. Discussion on the bids will take place at a future meeting and then we can budget this expense, as well.

NEW BUSINESS

* Review any new information about bridge updates from BIDS specs - bid bond review: The board has had a discussion with Wright-Pierce regarding what was considered a responsible bid. The developer we're considering going with is Accura Construction. Again, this project is contingent upon approval at the Annual Meeting.

* Review and discuss options for the following:

- Public final budget review date
- Public bond hearing for Red Fox Crossing project date
- Public bond hearing for water system infrastructure upgrade/repair date

* Annual Report development timeline

-Methods to share with residents once printed: Annual reports will be available online, at the office and at the kiosks. Reports will be made available to residents 7 days in advance to the Annual Meeting.

* Record all extra costs associated with Covid-19 changes for any possible future reimbursement: The district, specifically, may/may not see much additional cost/s due to the pandemic. However, we will assess if/what any cost that we needed to pay above and beyond our normal costs.

* Well #8 repairs: The original quote after our credit was \$5598. John Plummer pulled the well out this week and the wiring doesn't need to be replaced. However, the piping does need to be replaced. There were no records showing that the piping had been replaced within the last 20 years. The labor itself would cost at least \$3000. A filter will also be installed. The final cost of all repairs will be approximately \$8200. Chair Taber made a motion to approve the additional expense for the purchase of the filter and piping totaling \$5223. Roll call vote was as follows: Commissioner Auger was yes, Commissioner Martin was yes and Chair Taber was yes. Motion approved. Chair Taber will notify John Plummer of their decision in order to start this project.

* Discussion was had about obtaining a district debit/credit card for the General Account to alleviate some issues about paying companies like GoToMeeting, Microsoft and LunarPages. Information provided by John Daley is that the Town of Hillsboro does have access to using credit/debit cards. However, the districts' current policy does not allow use of credit/debit cards in order to safeguard the individual and the district.

* Because of time constraints and legal issues, Chair Taber made a motion to reject the acceptance of the 2020 Asset Management grant and submit a letter to NHDES. Roll call vote went as follows: Commissioner Auger responded yes, Commissioner Martin responded yes, Chair Taber responded yes. Motion passed.

* Culvert repairs on Meghan Lane: Gary Edwards and WSO will be in the district tomorrow for at least one, maybe two curb stop repairs and plan one replacing the culvert. Also to be repaired is a curb stop on Dawn Street. The cost for curb stop repair from the street to the curb stop is the district's responsibility and from the curb stop to the residence is the resident responsibility.

* Outstanding proposal we received from Aquamen: Proposal is comparable to or better than the water operator we have now. There is a start up fee for them to become acquainted with our system. There could be a potential of an overlap of one month in operators and an adjustment in the budget would be needed. The proposed budget for 2020 is \$84K.

* Resident Melissa Taber offered to donate and purchase 2 umbrellas for tables for the beaches and was hoping funds from the Parks & Recreation could purchase an additional two. Admin Kardaseski and Commissioner Martin volunteered to purchase the 2 additional umbrellas. Chair Taber made a motion to accept the donations from the 3 residents. Roll call vote: Commissioner Auger voted yes, Commissioner Martin voted yes and Chair Taber voted yes. Motion was accepted.

The next remote pre-budget meeting will be April 14th at 5:30pm. Instructions on how to join the meeting are as follows:

Please join our meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/420199693>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (224) 501-3412

- One-touch: tel:+12245013412,,420199693#

Access Code: 420-199-693

If you have difficulty accessing / hearing the meeting during its scheduled time, please call 603-831-4130 to advise the Commissioners of your inability to hear the meeting.

The next remote Commissioner meeting will be April 16th at 6:30pm. Instructions on how to join the meeting are as follows:

Please join our meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/111092381>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212

- One-touch: tel:+18722403212,,111092381#

Access Code: 111-092-381

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A motion made by Chair Taber to adjourn the meeting. Commissioner Martin seconded the motion, motion passed.

Meeting was adjourned at 8:46 pm.

*Meetings will be held at the District Office at 147 W Main Street in Hillsboro unless otherwise noted.

Regards,

Rick Rose, *ELVD Clerk*

Approved by:

Brett Taber, *Commissioner (Chair)*

Sara Auger, *Commissioner*

Mark Martin, *Commissioner*

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