



## **Emerald Lake Village District**

Hillsborough, New Hampshire, 03244

### **ELVD pre-budgetary planning meeting**

Sunday, February 23, 2020

#### **Attendees in Person:**

Brett Taber, Board of Commissioner Chairman

Sara Auger, Board of Commissioner

Debbie Kardaseski, District Administrator

#### **ELVD Residents:**

Wayne Held

Meeting was called to order at 9:10 AM and began with the Pledge of Allegiance.

The Board reviewed some basic topics on water system operations prior to the discussion of the Pre-budget hearing for the General Budget working towards a final draft proposal for the 2020 CY. In the discussions the Board agreed that future abilities to be able to analyze the water systems data in support of NHDES requirements as well as keeping the Board knowledgeable of the system trends is important. Information was shared with those present to explain why meters sometime show as working while other times they do not. It was due to the system working properly and was within its system hi/low limit settings which turn the pumps on/off as needed.

We moved onto the General Admin. portion of the budget. The topic of the office software use and overall knowledge of the system continues to be worked on. This being a new system to the District and how they can be used was recognized that on hands use will continue to build/improve the abilities of those that use it. If changes are still seen as needed through the balance of this CY and not able to overcome them, then the Board will work toward changes for the 2021 CY needs.

The Board discussed reaching out to the Bookkeeper and Treasurer for clarity on what is needed to allow the 2019 books to be completed in preparation for the Annual meeting. A follow up meeting is scheduled for the 1<sup>st</sup> week of March for this task.

Through additional line item reviews, the Board was able to make further reductions in the overall General Budget proposed total.

A discussion ensued about the current stipend amounts being paid to positions within the District. A suggestion was made for the equalization of all Commissioner positions, in an effort to reduce taxes. An alternate suggestion was made by Wayne Held for an increase; although nominal, is due in part to the

level of future work that will be needed in the District and of those items that have been put in place already. In order to get or retain good help, some reasonable stipend level is necessary. Along with this same thought process, a suggestion was made to increase the stipend amount for the Treasurer position due to the level of work and knowledge being provided to improve the Districts current and future planning. The Board was asked to put together some options for the next meetings so that options and potential cost impacts can be reviewed.

The training line item was discussed and reduced to help offset taxes. The Board recognizes that training is necessary for both the current members as well as future members of the Districts Boards. It actually helps to reduce taxes in other line items due to the increased knowledge that members have or develop.

The Board discussed the ditches and culvert program further and reduced the financial effort being proposed for CY 2020 in hopes of making the improvements over a few year increments.

The Board discussed the repairs needed for the Gazebo and felt there were other members of the District that may be able to help with it based on volunteer support. Monies have been set aside for this project.

Questions that were left open for the coming meetings:

- Need proposals for stipend change suggestions
- Need to follow up with the Bookkeeper of proper level of Payroll taxes so that budget line can be set
- Clear up any open questions about payroll programs and their future costs
- Need to set up meeting date for Supervisor of Checklist prior to Annual meeting date
- Follow up with NHDRA on proper method of carryover/ use of encumbered funds in 2020 CY
- Review of Electrical use for parks and office to ensure adequate budget is planned for in 2020 CY

Motion to adjourn was made to adjourn by Chairman Taber and seconded by Commissioner Auger.  
Motion passed and meeting was adjourned at 1:00 pm

Submitted by,

Chairman Brett Taber

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Commissioner Sara Auger

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