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Emerald Lake Village District

Hillsborough, New Hampshire, 03244

ELVD Pre-Budget Preparation Meeting Minutes

Tuesday, March 31, 2020 - Entire meeting held on GoToMeeting/Remotely

Attendees in Person:

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

Other Remote Attendees:

Melissa Taber, Greg Klos, Chris Reed, Wayne Held, Joanne Staples and John Segedy.
Meeting was called to order at 6:30 pm by Chair Taber.

Agenda Topics:

* Status of communications relative to Annual Meeting and other meeting plans

BUDGET REVIEW TOPICS

* Review any final suggestions of the General Operating Budget topics and values: the board decided that this category is all set. Proposed budget for 2020 is \$186,989.

* Review any final suggestions of the Water Operating Budget topics and values: We've penciled in our potential costs to this point using current operational costs. Finalizing the water budget will continue with the next meeting on April 9th and once the board reviews any/all water operator bids.

- Joanne Staples asked how many gallons of propane was used in 2019. A board member will answer her question once someone is able to reach out to Ayer & Goss.

- Budgeting for water leak repair and having to truck in water is challenging due to its unpredictable nature. Average cost per leak was roughly \$812.

- Values must also be assessed to any/all PFAS testing that may be due in the year as well as for any money needed to be set aside for Notice of Violations, should we receive them.
- Tentatively, there's a 37% increase from the 2019 budget.
- WSO contract is penciled in for \$244,102.
- Proposed water budget currently is \$381,361 for 2020.
- Current revenue from water bills is \$392,740 from 538 residences. Revenue hasn't changed since 2014.
- We have to initiate a plan to set up extra money (water capital reserve) for water repairs. In the past, it has been \$60K per year, but needs to be increased, perhaps up to \$100K.

* Review Warrant Article proposals and drafting language: the District Admin has re-written the proposals but is awaiting on where the money is coming from and how much to apply to each warrant article. We want to make the moderator's term (Article 1) 2 years instead of one and up for election in even numbered years. Article 2 is going to be the bond issue. Voting for bonds is done by paper. Article 5 is for the purchase of water meters and related expenses. Article 6 wording needs to be finalized as to the issue of stipend changes. Similar articles have been changed 3 times in the last 5 years and if any changes to occur won't occur until 2021.

* Discuss any additional budget line items : none at this time.

* Chair Taber and Admin Kardeskeski had a conversation with Wright-Pierce about possible changes that could be made to the design of the bridge. Due to time constraints, we decided that we'd stay with the original specs/bids to avoid wasting further time as the cost change would be minimal. Wright-Pierce's recommendation for the contractor was Accurate Construction. They submitted a responsive bid and they were the second lowest bid. We need to provide Accurate Construction an agreement within 60 days from the date of the bid openings or the contractor can just rescind. We asked Wright-Pierce to contact them to see if we could get an extension of 1 or 2 months on their bid bond. We still need to establish getting approval from the residents and show proof we have loan ability. Accurate Construction's response was that they'd hold their bid, but wanted to know if there is flexibility when the work could be done and the need to order the precast. Our timeline has been that we'd be almost completed by October 1st with a final completion date of November 1st due to the lower level of lake water.

Next meeting will be April 9th at 6:30pm. Instructions on how to join the meeting on your computer, tablet or phone are as follows:

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

<https://global.gotomeeting.com/join/633624493>

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 633-624-493

Motion made by Chair Taber to adjourn the meeting. Commissioner Auger approved the motion, motion passed.

Meeting was adjourned at 9:03 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 - not in attendance*

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