



## **Emerald Lake Village District**

Hillsborough, New Hampshire, 03244

**ELVD pre-budgetary planning meeting**

Sunday, March 8, 2020

### **Attendees in Person:**

Brett Taber, Board of Commissioner Chairman  
Sara Auger, Board of Commissioner  
Debbie Kardaseski, District Administrator  
Shawna Kilcoyne, Treasurer

### **ELVD Residents:**

Wayne Held

Meeting was called to order at 9:11 AM and began with the Pledge of Allegiance.

The Board reviewed some points toward the breakout of the Media replacement for CY2020 and what the proper budget line application would be in the budget.

Commissioner Ager advised that she had received feedback from a Water system operator company that is seeking to provide a Bid to the District has acknowledged that they are Grade 1 certified.

We moved onto the General Admin. portion of the budget. During the Admin discussion, the Board discussed the update on the Quick books' charges from prior discussions. After investigating the specific benefits from each with Quick books', it was decided to cancel one of the programs that provides support 24/7 and address on an as needed basis. This provided an opportunity to save \$299.00 per year in the payroll category.

The Board reviewed the rest of the General budget lines and felt most were now reasonable under the current information that was available. The possibility for further discussion over the Website costs could be addressed again.

The topic was again discussed relative to wages and Stipend amounts for employees and members of the Board and administration. Commissioner Auger asked if Stipend amounts should be equal at a lower amount and asked if it made sense that the Employee for office help should make more than a Commissioner. Chairman Taber had a differing opinion on the Stipend question. The current Board (all inclusive) has with its short time in their roles / positions have generated several thousands of dollars in savings in 2019. The Board is attempting to make further improvements in 2020 and forward.

Many contractor fees are showing increased costs for 2020 and managing the costs will require a team that proves their worth in continuing to find reasonable ways to save the District money while gaining improvements. Cutting costs on the team willing to put the effort in does not seem to be the right approach. The discussion was left open for further review.

The Board moved onto the Water budget line items. Several areas were discussed with adjustments made to following sections.

- The Board agreed to a reduction of \$550 in the Administrative expenses section.
- An increase in the Water repair section was agreed upon mainly due to media replacement costs and Water system operation cost increases of over 21%.
- An increase was agreed upon the review of leak repairs which covered increased leak detection costs, coverage for the possibility of purchasing and trucking of water during an event, and parts for the same.
- Non leak repairs were discussed which covers the areas of well replacement, well monitoring with Transducers and system parts/ valve replacements during valve testing to support NHDES requirements.

The Board completed for today its review of the budget line items. It was agreed that the Board would not need to meet on 3/9/20 for any discussion but would pick up on the open items at the next regular scheduled meeting of 3/12/20.

The board moved onto the review of any adjustment clarifications to the Bid Specs for Water system operations. The clarity spoke to insurance requirements and to include the LOS expectations (Level of Service).

It was shared that the Contractor that was present at the Bridge project review meeting came back to the office and shared some thoughts relative to costs that it could be more than his original thoughts and shared some thoughts with Commissioner Auger and District Admin. Debbie Kardaseski about other approaches to a bridge design. Commissioner Auger shared that she advised the contractor that currently a BID to the provided specs was needed but was also interested in other ideas / concepts. Further discussion would be needed if the Board were to look for anything other than the Current Bid Specs.

Motion to adjourn was made by Chairman Taber and seconded by Commissioner Auger. Motion passed and meeting was adjourned at 12:55 pm

Submitted by,

Chairman Brett Taber

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Commissioner Sara Auger

