



# Emerald Lake Village District

Hillsborough, New Hampshire, 03244

## ELVD Budget Workshop Meeting Minutes

Thursday 1.21.2021 @ 6:30 PM

### Attendees

Brett Taber, Chairman of Commissioners (In Person)

Sara Auger, Commissioner (In Person)

Katie Page, Commissioner (In Person)

Remote attendance -

Chris Reed

Debbie Kardaseski (District Admin/ Treasurer)

Carl/ Carolyn Renken

Meeting was called to order at 6:30 PM

The meeting was opened with the Pledge of Allegiance.

There were a few topics to discuss prior to working on the budget line items. At 6:42 PM an attempt to reboot the meeting via goto was made. There was difficulty hearing noted by some residents listening online. The chat box was used for some communications. In the end the connection was lost. Due to the primary meeting was established as an in person meeting, it was continued.

The first item was regarding a resident's concern about excessive vibration near the Red Fox Crossing Bridge project. The resident at 15 Red Fox Crossing noted that during the first two days of site work his home was shaking excessively. The concern was shared with the ELVD board, Accura Construction, Wright Pierce and the Resident. A site meeting was set up for all parties to meet and discuss the concern and see if a plan could be developed to ensure all parties that the project was able to move forward with limited risk to all parties.

The Board discussed the ability to have a 3<sup>rd</sup> party conduct a survey of the residence prior to work commencing to establish a base line of its condition. Additional discussion took place for the potential of vibration monitoring at the site. Some of the specific tasks to be monitored would include metal sheet driving, excavator hammering, roller machine vibration, excavator vibration pad.

A company that performs these tasks was solicited for a quote which noted \$150.00 for the video survey and \$700.00 per day for vibration monitoring.

A motion was made by Chairman Taber to engage in an agreement with K&S inspections for the residence survey initially and vibration monitoring as deemed necessary for the project to move forward. The motion was 2<sup>nd</sup> by Commissioner Katie Page. All commissioners voted yes to pass to motion. Motion passed.

The Board discussed the two quotes received for soil compaction testing that is required during the Bridge project. Since the quotes were only received the day of the meeting, the board chose to postpone the discussion and selection of a company for this task until the 1/28/21 meeting.

The next item discussed was the new information about the Annual audit requirement. The contract that was in place had now expired and a new contract was needed. The current audit company provided a quote and the fee increased by \$5000 due to their explanation that they had lost money over the last several years in performing our audits due to the amount of time needed to perform the audit.

The Board discussed this and noted that due to the cost of this service, we are required to solicit bids for service in accordance with the Districts procurement policy. The Board discussed the need to review Bids specs and identify when an ad can be placed for bids.

The next item discussed was the resignation of the Districts Book keeper. This week services related to W-2's and government documentation was completed but no payments to vendors was performed nor was any payroll completed. This resignation was related to the delay in prior months checks not being received as 1/19/21 due to the delays in the mail service.

The Board recognized the need to compile some Bid spec requirements and to place an Ad as quickly as possible. A discussion took place as to how to proceed with writing the next series of checks to vendors. Debbie Kardaseski advised that she could process the vendor payments through Quick Books and would need some assistance in completing payroll for this month.

The Board would review any outstanding payments at the 1/28/21 meeting to determine then if any new checks would be generated for those checks, thus allowing one more week for checks to arrive and clear. Some checks had begun to arrive over the last two days.

Ads for the above noted services would be drafted over the next week and hope to have posted for advertising in the 1/29 local paper.

The Board then moved back to some Budget planning on the General Budget. Areas discussed were the culture and recreation, loans, and CRF segments. Some other areas that needed additional follow up were also noted.

- Office Internet/ phone service is being reviewed for a change on carrier and service
- Road Maintenance contract – need to seek out new contractor for services
- Discussed frequency / volume of calcium Chloride treatment
- Discussed new loan payments being applied against General Budget-interest for BAN LOAN, interest for BOND LOAN- no principle would be expensed against this years BOND LOAN beginning.
- Discussed need for potential deposit of \$45,000 to Roads and Bridges CRF account
- Discussed need for potential deposit of \$5,000 to the DAM CRF account

A motion was made by Chairman Taber to adjourn the meeting at 8:13 PM. The motion was 2<sup>nd</sup> by Commissioner Katie Page. All commissioners voted yes to adjourn. The motion passed.

Sincerely,

Approved by:

Brett Taber, ELVD *Board of Commissioner Chairman*

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Sara Auger, *Commissioner*,

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Katie Page, *Commissioner*,

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