



## **Emerald Lake Village District**

Office: 147 West Main Street, Hillsborough, NH  
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Sunday, November 13, 2022 @ 9:00 AM

Budget prep meeting minutes

Location: Main Office

In attendance:

Brett Taber (Commissioner, Chairman)

Deborah Kardaseski (Commissioner)

Sarah Blackman (Commissioner)

Meeting called to order by Chairman Taber at 9:02 AM  
roll call of officials completed.

Meeting began with Chairman Taber suggesting that the board begin the budget prep process by reviewing the General budget lines. The board began the review process with discussing the following sections: General Government – acct. section 4130.1; Government Administration – acct. section 4130.2; Financial Admin – acct. section 4150; Legal – acct. section 4153; Insurances – acct. section 4196; and Misc. General – acct. section 4130.3.

During this first step review, some of the sections had more discussions than others. Follow-ups are needed with the following segments: there is a need to advertise for summer lawn maintenance during the next 30-60 days; there is a need to review if there will be any potential cost increases for web service support; a review of the material costs for upkeep of the mailbox building; a review of what the coming year cost will be for NHMA membership; and a review of what the book keeper fees will be as a contracted position.

The board started the discussion of the road maintenance contract. This was recognized as potentially one of the large elements of the budget and with the potential of an increase in costs. Those costs are directly related to supplies and fuel costs that were held steady without increase this past year. More review will follow during future meetings.

As some of the current year work is desired to be completed, such as the installation of a guardrail over the Hummingbird culvert location recently replaced, the board discussed the cost for this project. Since the district owned spare guard rail parts saved from the Red Fox Crossing culvert project and posts, the current understanding is that the only added costs would be the labor rate costs and minimal mounting hardware for materials. A motion was made by Chairman Taber to have Bow Smith perform the work during the month of November or as Bow has time available. The motion was seconded by Commissioner Kardaseski. All commissioners voted with a yes vote, motion passed.

The next item discussed was the installation of the Bobolink culvert crossing (near Emerald Drive). The board recently received their permit from NHDES to allow the replacement of this culvert. The board discussed options on who to use for the replacement. Quotes/ cost estimates were obtained from SUR construction since they were still on site and from Bow Smith. SUR's estimate came in at \$6,500 plus materials, while Bow Smith came in at \$2,000 plus materials. A motion was made by Chairman Taber to select Bow Smith to perform the work for the culvert replacement and that the labor costs would be part of the annual contract with Bow Smith. Any material costs would be covered by the district. The motion was seconded by Sarah Blackman. All Commissioners voted with a yes vote, the motion passed.

As we neared the end of the planned meeting time, Commissioner Kardaseski advised that she had a need for the board to enter into a non-public session to discuss some topics covering reputation. A motion was made by Chairman Taber to enter into non-public session under NH RSA 91-A:3,II,C (reputation). The motion was seconded by Commissioner Blackman. A roll call vote was taken as follows: Chairman Taber – yes; Commissioner Kardaseski – yes; Commissioner Blackman – yes, the motion passed and the board went into non-public session at 11:36 AM.

The board came out of non-public session at 12:15 PM. A motion was made by Chairman Taber to seal the non-public minutes for a period of two (2) years. The motion was seconded by Commissioner Kardaseski. A roll call vote was taken as follows: Chairman Taber – yes; Commissioner Kardaseski – yes; Commissioner Blackman – yes, the motion passed.

At this time the board worked toward identifying any final topics to note before adjourning the meeting. It was highlighted that the new year agreement with Powers Generator was due and would need to be signed before we complete the budgeting process. The agreement rate from Powers Generator service shows no increase in its rate for 2023 calendar year. A motion was made by Chairman Taber to authorize him to sign the agreement with Powers Generator service. The motion was seconded by Commissioner Blackman. All commissioners voted with a yes vote, the motion passed.

Final topics of note: we are nearing the final draft of the Water rules and regulation review and updated changes, this coming week we have the Asset Management Grant kick off meeting scheduled for 11/16/22 @ 4PM with NHDES and again for the residents benefit at 6:30 PM during our regular meeting time frame, a brief note to ensure the future meeting dates are

selected, computer updates/ repairs need to be checked into, identifying office supplies that are needed, and the status of the next water quality notice to residents.

A motion was made by Chairman Taber to adjourn the meeting at 12:30 PM, the motion was seconded by Commissioner Kardaseski. All commissioner voted with a yes vote, the motion passed.

Submitted By:

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Brett Taber

Approved by:

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Brett Taber- Chairperson

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Debbie Kardaseski – Commissioner

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Sarah Blackman - Commissioner