



Emerald Lake Village District (ELVD)

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Meeting Minutes

Commissioner Workshop Meeting

Thursday, January 9, 2025 @ 6:30 PM

Location: Main office

Board Attendees

Sara Auger, Commissioner (Chair)

Brett Taber, Commissioner

Michael Carr, Commissioner

Public Attendees

Jim Riddle (Moderator)

Board of Commissioners Business

- Annual Meeting
 - The Board and the Moderator reviewed possible dates for the 2025 Annual Meeting
 - 4/19/25 and 4/26/25 were suggestions for possible dates
 - It was mentioned that 4/19/25 is the Saturday before Easter, and would not be a good date
 - **MOTION** by Commissioner Taber to set the annual meeting date for 4/16/25 as suggested and agreed upon by the moderator Jim Riddle.
 - The motion was seconded by Commissioner Auger
 - All in Favor - Motion Passed
 - Jim Riddle asked to discuss the time frames of the Annual Meeting
 - Commissioner Taber suggested 10am-12pm as the timeline for elections, followed by the Annual Meeting starting at 12:30pm.
 - Those dates and times can be utilized now when formatting advertisements needed in advance of the Annual Meeting

- Commissioner Auger stated that she will let Lori (District Clerk) know, so that she can start on necessary applications
- Before leaving, Jim announced that the Hillsboro Conservation Commission is looking for an intern that can develop maps and guides for the conservation land in Hillsboro
 - The intern would also walk the conservation land with a gps mapping device and then compile that information
- Regarding advertisements, Commissioner Taber stated that we should submit our advertisements to the newspapers by 1/20/25
 - Advertisements for Summer Maintenance bid can run for 1 or 2 weeks
 - Summer Maintenance advertisements can run the week of 1/24/25 and 2/7/25
 - Bids will close on 2/19/25
- The Board will also need to set the Budget Hearing date soon in order to base other timelines on that
 - Tentatively the Budget Hearing may be on 3/27/25
 - Ad periods for submission of warrant articles, bond hearings, and election of officials will need to be determined
 - The Board will reach out to the Supervisors of the Checklist to verify their availability for the Annual Meeting and to obtain updated lists of registered voters
 - Days for early voting and voter registration will also need to be determined
- 2025 Budget Review
 - The board reviewed the 2024 budget and began planning for the 2025 budget
 - The conversation included a line by line review of the General budget
 - A general summary of the current budgetary suggestions include
 - 8% increase to the General Government Section
 - 8% increase to the Government Administration Section
 - 2% increase to the Financial Administration Section
 - 1.2% decrease in legal expenses and liability
 - \$1500 decrease in Highways and Streets
 - \$500 decrease in engineering and permits
 - 1.4% increase in Culture and Recreation
 - Per discussions tonight, the suggested 2025 General budget is at a .36% increase over the 2024 budget
- SCADA Systems
 - The board previously voted to approve hiring Kyle from IO Electric to support updates to the districts SCADA (Supervisory Control and Data Acquisition) systems
 - IO Electric's bid for approximately \$84k was chosen over Champlin Associates' \$135k quote
 - Champlin Associates is a Vermont based company that would also be charging for lodging
 - The State of NH was concerned that the two bids were not fully comparable, and asked for IO Electric to submit an updated bid

- The updated IO Electric quote is now approximately \$118k
 - **MOTION** by Commissioner Taber to accept and enter into agreement with Kyle from IO Electric for SCADA system updates in the ELVD
 - The motion was seconded by Commissioner Auger
 - All in favor - Motion Passed
- Other Topics
 - The board discussed internet and electrical needs surrounding pilot testing at Eastman Well
 - It is possible that cellular signals could be used to report readings and data at Eastman for pilot testing
 - Another option would be including this site in our TDS internet plan
 - Eversource and Aquamen met at Eastman to discuss needed electric work
 - A new pole is needed at this location
 - The new pole will not be an additional account, but will instead be moving the electrical from the old pole to the new
 - Eversource has submitted a request through Digsafe and may be able to dig and possibly place a new pole as early as next Monday but possibly within the next couple of weeks
 - **MOTION** by Commissioner Taber to determine the best rates for internet service to satisfy the District's needs and operational requirements.
 - The motion was by Commissioner Auger
 - All in favor - Motion Passed
- Water Hookup and Driveway Permit Applications
 - Commissioner Taber developed a form to log and track the application and review process for Water Hookups moving forward
 - The board discussed the water hookup and driveway permit applications submitted for map-lot 17/171
 - The application was received prior to last meeting but review was delayed until this meeting due to the incorrect application fee being submitted
 - The correct application fee was received prior to today's meeting
 - The board discussed the districts review process and the different approvals required from the State of NH (such as septic systems) and Town of Hillsborough Planning Department (water systems/driveways)
 - **MOTION** by Commissioner Taber to approve the driveway and water hookup permits submitted for map-lot 17/171 off of Emerald Dr
 - The motion was seconded by Commissioner Auger
 - All in favor - Motion Passed
- Adjourn
 - **MOTION** by Commissioner Auger to adjourn the meeting at 8:32pm
 - The motion was seconded by Commissioner Taber
 - All in favor - Motion Passed

Respectfully submitted by Michael Carr, Commissioner

Sara Auger, Commissioner, Chair

Date

Brett Taber, Commissioner

Date

Michael Carr, Commissioner

Date