



**Emerald Lake Village District**  
**Hillsboro, New Hampshire, 03244**  
**Official Meeting Minutes**

**From District Meeting on: August 1, 2008**

Meeting came to order at 7:10pm.

Pledge of Allegiance, Moment of Silence for Military Personnel

**ADMINISTRATIVE**

Minutes from June's District and Administrative Meetings read and accepted.

**NEW BUSINESS**

1. Sue Hutchinson stated new contracts for the District Office and Skip Edwards were requested by the Auditors. As of now, Skip Edwards hasn't responded. Sue also stated that a board member needed to be assigned to sign all legal documents concerning the District. Bob Hutchinson was nominated. Troy Cornock seconded the motion.
2. Payroll and Payment Manifest read by Treasurer Sue Hutchinson. Bob Hutchinson motioned in favor to accept minutes as read. Denise DeForest seconded.
3. AUDIT: The District audit has been going great. The auditors (Melanson, Heath & Co.) spent three days at the office with Sue and Jim Coffey. They took all necessary paperwork back to their office. They email Sue on a regular basis letting her know what additional paperwork and information they need. The Auditors also requested we get more information from the Town as to how they pay us. Such as, itemized lists. So far the response from the Town has been no response. Because the Town now pays us on a monthly basis it's an RSA regulation that we get itemization. Our lawyers Upton & Hatfield are now involved. In the past the town hasn't paid us any interest on money collected from the District. From now on we will be going after all this money.
4. TAX COLLECTOR: Hillsboro Tax Collector Deb McDonald will be receiving a letter from the District, Jim Coffey and Jennifer Crowley from Auditors Melanson, Heath & Co. They are requesting a Balance Due report for water and real estate from 12/31/06 to 12/31/07. This report should be sent to Jennifer Crowley. A copy of the letter sent to Deb McDonald will also be sent to the District lawyer. It was asked why this letter goes to Deb. Sue Hutchinson said because she is the Tax Collector and OK's the checks to be cut. Bob added that Justin Richardson, the District lawyer has been very good to us and doesn't charge us for things like reading letters we send to the Town, etc. All of these letters are notarized as well. There is no itemization of bills, no records of who pays and Warrant years are not specified when we receive payments from Deb. Bob stated we are now working with Ocean Bank on "lock in" or "lock off" accounts to pass over the town and have our water bill payments go straight to the bank. DRA and Justin Richardson are also involved in this. The Town charges \$11,000.00 to \$12,000.00 and Ocean Bank charges roughly \$2500.00. The bank would present a spread sheet each month so we would know who hasn't paid.
5. WATER: We are all doing a great job conserving water. There is a large water main break somewhere. WSO has been going through the District trying to locate it every morning. There was one located on Pine Glen Rd. Bob Hutchinson, Troy Cornock and Tata and Howard all monitored the Pump Tests and the samples look great. We should have the permit for well #11 in a couple of weeks. It was suggested by a resident that Bob and Troy should be paid for their time during the Pump Test. \$65.00 per hour was budgeted for this. It was brought to the board's attention that a house on Hemlock St. has a sprinkler system on a timer. Bob will send a letter to the homeowner.  
A district resident has been emailing Bob requesting to power wash his house. Bob chose not to name the resident. He says that his daughter has health issues and it's necessary. The resident contacted DES and Bob Mann of DES

asked Bob what he thought. Bob stated that May 7, 2007 DES sent a letter with a no building and no water hook up order. He told Bob Mann that he would refuse the request as it is not fair to the other residents. Also, the request was issued during the time the pump test was going on. It was suggested the resident truck in his own water.

6. BRIDGE UPDATE: Jim Coffey and Bob Hutchinson, met with Nancy Mayville from DOT on 6/27/08. She told Bob and Jim that someone from the Town of Hillsboro (she wouldn't reveal her source), told her that the District roads are Class VI roads, which are private roads, therefore not eligible for any state aid. Bob has handed the matter over to Deputy Attorney General Bud Fitch. We are a municipality, we pay to have our roads maintained therefore our roads are not class VI roads.
7. PLAN B: This proposed plan would be to rip out the existing culvert, put in a new culvert and make it a one lane bridge. One lane bridges cannot withstand more than 29,000 pounds. No buses or emergency vehicles would be able to pass over it. It was suggested that we do all or nothing by several residents. Why have a bridge that is not completely functional? Bob will email Jim Gallagher who is head of bridges and dams to help us go forward with the bridge project. We no longer have a cutoff date for the FEMA money. As long as we could show OEM we were moving forward with the bridge project there is no deadline. The bridge project should be started by Columbus Day. A lot depends on the weather.
8. MASTER PLAN: Claudette Morency updated residents on the Master Plan. A Master Plan has to be done every 10 years. The last Master Plan was done in 1999. 200 surveys were received by committee members. The next meeting will be on August 16, 2008 at the Middle School.
9. RESPONSIBILITIES: Sue Hutchinson would like more clarification on what Commissioners and what the Town are responsible for. The police were called to Emerald Beach last week because of loud noise and drinking. The responding officer said he couldn't do anything because it's not clear if our beaches are private or public. He said the only way he could have made an arrest is if there were any people underage drinking. It was suggested we meet with Chief Brown to clarify things. A letter from the Commissioners is in the works to Chief Brown.
10. ELPOA: Jim Coffey has been in contact with ELPOA manager Chuck, no last name given. The members want to give the District first option to buy. This is something that would have to be taken up at an annual meeting.
11. CASSIE FAMILY: The Cassie Family of Patten Hill Road are selling their property. This is the area where there is a possible large water source. Jim Coffey and Bob will work with the family about possibly selling the property to the District.

Meeting adjourned at 8:25pm by Troy Cornock. Bob Hutchinson seconded.

Respectfully submitted,  
Patricia Stefanelli  
District Clerk

Approved By:

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Bob Hutchinson

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Troy Cornock

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Denise DeForest

(Signatures on original)