

Emerald Lake Village District



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APPROVED

Emerald Lake Village District
Commissioners Meeting
February 19, 2015

Meeting Minutes

Attendees:

Commissioners Martha Caron, Chairperson John Dahood, Denise Deforest, District
Administrator Scott Osgood

1. Discussed budgeting and administrative details
2. Administrator to process water warrant for Joe Manning residence on Autumn Drive.
3. Discusses financial software. Board voted to purchase the accounting module for QuickBooks.
4. Discussed a report of water leak at Pine Glen. WSO feel it is groundwater. Issue to be investigated.
5. Noted the ELVD Trademark needs to be renewed with the Secretary of State.
6. Check manifests printed and signed.
7. Discussion on duties in regard to the annual meeting. Forms for candidates to be created and distributed. These include the moderator, treasurer, and

Commissioners. Noted the minute taker does not need to be a resident of the district.

8. Budget hearing to be scheduled. RSA 32:5 requires public hearing on the budget to be no less than 25 days before the annual meeting. Notice to be posted no later than March 23.
9. Administrator to manage database and coordinate with the Town on updates.
10. Discussed process for settling the account with Tata and Howard Phase II contract.
11. Administrator stated the Phase I contractor has provided the affidavits required by the contract to close the contract. One set of asbuilts for the directional drilling remains outstanding. Contractor stated they expect the plans within a few days. Commissioners agreed to release the retainage to the Phase I contractor.
12. Discussed the minutes and board agreed to minor changes.
13. Discussed budget details.
14. Discussed property inventory of Hillsborough and District owned lots.

With no other items on the agenda the meeting was motioned to be adjourned and approved.

Minutes prepared by Scott Osgood