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Meeting Minutes

Emerald Lake Village District (ELVD) Commissioner Meeting

Thursday, December 15, 2022

Board Attendees

Brett Taber, Commissioner (Chair)

Debbie Kardaseski, Commissioner

Sarah Murphy, Commissioner

Sara Auger, Clerk

Residents

Melissa Taber

Carl Hansen

The meeting was called to order by Commissioner Taber at 6:31pm. Roll call was done to confirm a quorum of Commissioners was present.

The meeting opened up with public comment. Melissa Taber let the board know the town is putting the leftover water bill into the tax bill. This brings up questions such as, is interest now being charged on this amount? Other phone calls on this topic have come through this week. Commissioner Taber will follow up with questions for the town clerk and administration such as, how is the town applying money to water bills? How are finances being managed and how are we being protected will need to be followed up on.

Next public comment was from resident Carl Hansen, who would like to propose one day a week (perhaps Sunday) with no work done in the district. The vibrations are bothersome and himself and son are sensitive to all the equipment lately and trucks idling. The district has recently had 8 roads' water mains piping replaced, ongoing road grading and maintenance and recent leak detection efforts. The resident understands the need for all this to happen and the benefits, just wanted to open a dialogue about needing a break from the noises.

Public comment was then closed, as there was no other.

Next topic, 2022 accounting, to take a look at 2022 budgets for water and general to get those closed out and decide on any adjustments for our bookkeeper to make. Commissioner Taber stated there was about \$3,000 leftover in general and with the near \$10,000 CRF (capital reserve fund) request at the last budget meeting, it would bring the general budget in excess of \$13,000 left. The board has a current bill to be paid from Henniker crushed stone for just over \$500 and discussion on office supplies, picnic tables (roughly \$800-\$1,000 each), new office computers (estimated about \$800 per new system) to purchase while the district has the money. Commissioner Kardaseski says if we have extra in the budget, it makes sense to use it since we already paid taxes on it. New computer systems are a good idea to protect ourselves, even though we are backing up data, the current systems are out of date. Software for new systems is now downloaded directly from the internet, this is another expense the board may be able to capture before closing out 2022.

The water budget for 2022 is currently showing around \$15,000 left. However, the hemlock zone meter was never invoiced (Aquamen working on an invoice this week). The board last year had budgeted \$28,000 for this project, with this invoice the water budget would be over but the district previously approved a \$12,000 reimbursement from CRF, reducing the overage in water budget to just \$561.00. There is \$3,300 in water invoices this week, bringing the water budget number to approx. \$4,000 over budget. If the zone meter invoice comes in for less, this will offset the overage on the budget, final estimation is \$1,000-\$2,000 over budget on the 2022 water budget.

Questions discussed on the 2022 budget included, which water invoices should be paid in 2022? Should the board request the amount for well replacement still? Any other expenses to be reimbursed by CRF? Once final values are determined for 2022, the board could have a motion to seek reimbursement for the exact amount over from the zone meter cost.

Previously a motion was made to request reimbursement from CRF for the Hummingbird culvert. A motion was made by Commissioner Taber to rescind the CRF request for reimbursement for the hummingbird culvert project in the amount of \$9,976.04. Seconded by Commissioner Murphy, all in favor. Motion rescinded.

The board will seek to purchase two new computer systems for the office and get needed office supplies with any funds leftover. Commissioner Kardaseski will purchase the new systems and be reimbursed this calendar year.

A motion was made by Commissioner Taber to purchase two office systems, totaling no more than \$2,000. Seconded by Commissioner Kardaseski, all in favor, motion passed.

To recapture previous CRF requests for general:

- \$2,500 reimbursement for tree work on Ellen Brook
- \$2,000 reimbursement for tree work on Patten Hill
- \$12,372 Mary Rowe well replacement

Every effort to not be over budget is being worked on, Commissioner Kardaseski will follow up with DRA on the budget statues and efforts.

Next topic, a recent planning grant form was submitted for communications upgrades for the water system such as developing a Scada system for well monitoring. This is for a \$50,000 strategic planning grant.

Submissions on the stormwater asset management project to date from the state is \$6,760.00. This reimbursement also adds another \$6,760 for the general budget, not mentioned in the prior budget discussion.

Next, Commissioner Taber wanted to mention a program being offered through the department of energy, called the LIHWAP. This is for low income households meeting the 60% state medium income threshold, can apply with Southern NH services online or in-person. This is a fuel assistance program with an added benefit of a one time payment for past due water bills. The program closes Sept. 2023. The district must sign an agreement with the state so that residents may apply, district required to track money finance only and required pieces of information in a simple anonymous file. This could be a benefit of a one time payment of any past due water bills for qualifying residents who apply. There has been one application submitted to date. Commissioner Kardaseski will get something written up to let residents know more.

Commissioner Taber made a motion to accept entering into an agreement with Southern NH Services for the LIHWAP program. Seconded by Commissioner Murphy, all in favor, motion passed.

In other business, Commissioner Murphy has the sammi number, but is still waiting to hear back on a submission for the DUNS number.

Moving on to 2023 expenses. Commissioner Murphy has put together a draft for Aquamen. Follow-up includes a single year contract vs. multi-year, self-renewable clause being added and find out term dates from Aquamen.

Next discussed, to submit an ad to the Messenger this week so that it appears in Friday's paper for the Summer Maintenance contract going out to bid. Decision included running it through January 27th, with bids also due by January 27th. Adding into bid specs: the raking of dog beach, meetinghouse beach and emerald beach to prevent grass growth and erosion.

The board received communication from the website maintenance person of an increase to \$175/month. The board will review as 2023 budgeting continues.

This is the third year of the contract for the office lease at \$1050 and expires in Sept. 2023.

Both the district lawyer and district moderator are available on the proposed Annual Meeting date of April 22, 2023.

A motion was made to establish the Annual Meeting date as April 22, 2023. Seconded by Commissioner Murphy, all in favor. Motion passed.

Now, back dates of needed items can be entered into DRA and generated for the 2023 Annual meeting.

The board had received two locations for dormant curb stop removals and Aquamen has completed this work and will now reach out to the town to remove this cost, an abatement letter to match and draw up to sign off. Also discussed, to have the Town clerk provide a list of all past debts.

The board had received a letter from a resident asking them to make a decision on fireworks. The board will review this at an upcoming meeting.

The next meeting is a budget prep meeting on 12/18/22 at 9am.

Commissioner Taber made a motion to adjourn at 7:35pm. Seconded by Commissioner Murphy, all in favor, motion passed.

Respectfully submitted by: _____ Sara Auger, ELVD Clerk

Approved by:

_____ Brett Taber, Commissioner (Chair)

_____ Debbie Kardaseski, Commissioner

_____ Sarah Murphy, Commissioner