



Emerald Lake Village District (ELVD)

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Meeting Minutes

Commissioner Workshop Meeting

Thursday, December 14, 2023 @ 6:30 PM

Location: Main office

Board Attendees

Sara Auger, Commissioner (Chair)

Brett Taber, Commissioner

Michael Carr, Commissioner

Carolyn Renken, Treasurer

Public Attendees

None

Board of Commissioners Business

- Budget Preparation Discussion and Review
 - A comprehensive review of the 2023 budget was conducted by the Commissioners along with the Treasurer. Sections of the budget were indicated as either over or under budget.
 - The largest overage was contract maintenance, being over budget by \$45,000
 - General interest on loans appears to be over due to all of the budget being used for interest, whereas some of the cost should have been taken from Water Interest on Loans. This will be corrected.
 - Over budget by 74,653.87 for total taxable general budget
 - Correct interest payments will return \$2,000

- The other segments of the general budget total about \$11,000 under budget, which can be applied to the overage.
 - Whatever remains, we can ask for a capital reserve withdrawal for that amount.
- The exact causes of certain overages will require more investigation.
- There may be additional bills during this month that will come from the general budget, others will come from the Water section of the budget, which is under budget.
- A website services bill was received in error, which can be disregarded
- Once we know the amount needed, we can request that amount from the Trustees. Their last meeting will be on the 28th of December.
- Discussion occurred over the upcoming invoice from the NH Municipal Bond Bank.
 - A new bill is expected in January for multiple loans.
 - Treasurer, Carolyn Renken, will call them to obtain the amounts for advance preparation
- Moving on to the General Water Budget
 - Combined, the general water budget is under budget by about \$42,000
- We are still expecting a bill for booster sensor repairs, for a water supply line
- Some planned work to be done in the new year includes
 - Replacing LED display board on generator at hummingbird
 - A dosing pump failed this year (maybe 2) will end up having dosing pumps at Patten Hill and eventually Hummingbird - should we use the unused funds to buy dosing pumps and do repairs?
- Discussion on what could be done with the excess funds from the general water budget
 - Would have to look at Capital Reserves and statutes, but we should be able to take 1% of the operating budget and add to capital reserves (around \$5k).
 - Could also leave extra funds as unreserved and propose that a portion of that money be used for a different warrant and not increase overall expenses. We also need to renew our 10% buffer so that we don't go over operating funds in a year.
- Commissioner Taber makes a motion to approve scheduling the repair for Hummingbird generator to be able to cover the necessary invoice with an estimate of \$1,000. Commissioner Auger seconds the motion. All in Favor. Motion carried
- Commissioner Taber makes a motion to approve water related invoices up to a total of \$6,000k to be paid by treasurer this calendar month. Commissioner Auger seconds. All in favor. Motion carried

- Discussion was conducted around the purchase of additional dosing pumps as some will be needed in the upcoming year. It is anticipated that one or two will be used at Hummingbird alone, and it would be good to not have to wait for parts to arrive. Each pump is about \$1,800 to \$3,000 each.
- Commissioner Taber makes a motion to allow Aquamen to purchase 2 dosing pumps and kits for spare parts. Commissioner Auger seconds the motion. All are in favor. Motion carried.
- Discussion occurred regarding moving excess water funds to our Water Surplus Capital Reserves. Commissioner Auger will speak to the Department of Revenue Administration (DRA) regarding what amount would be allowed. Commissioner Taber would like to make a motion now, in case there is a deadline for adding funds, so that we do not miss it.
- Commissioner Taber makes a motion to approve a deposit of up to \$6,000 or 1% of surplus water operating budget for 2023 to water surplus capital reserves fund, Contingent on feedback and approval from DRA. Commissioner Auger seconds the motion. All in favor. Motion carried.
- The new contract year for Powers Generator was discussed along with the cost and benefits of a quarterly or semi annual maintenance contract. The past few years have been under a semi annual contract that has worked well. The budget line for the generators was over budget due to the cost of parts.
- Commissioner Taber makes a motion to enter into an agreement with Powers Generator service as a semi-annual pm at base rate of \$3,035 for calendar year 2024 onward. Commissioner Auger seconds the motion. All are in favor. motion carried.
- Any need for office supplies was discussed. Some additional stamps, paper, folders, and other materials are needed.
- Commissioner Auger makes a motion to approve the purchase of up to \$500 of necessary office supplies to be applied to the water mailing budget line. Commissioner Taber seconds the motion. All in favor. motion carried.
- A realtor has reached out inquiring about the lot of 16 Winter. There is apparently a curb stop installed, but no drawings on file. Commissioner Taber would like to ask Aquamen to locate the possible curb stop, as if there is an existing one, it is not hooked up to the new water lines. If the curb stop is located, SUR can make the connection in the spring. Commissioner Taber will speak with Aquamen to schedule looking for the curb stop. Once the curb stop is connected to the new water line in the spring, the property will be added to the water warrant list.
- Additional discussion pertaining to SUR. We have received a change order for the water project from SUR. It changes their completion fate and covers what they did regarding the connection at 62 Winter Rd. Also contains a time extension for loaming and seeding in the spring around resident meters. The

loaming and seeding would be about \$10,000 vs around \$2,000 (or less) to do it ourselves. The decision was made to plan to do the loaming ourselves in the spring.

- Commissioner Taber makes a motion to approve signing change order 11: to approve service connection of 62 winter road, excluding the loam and seed for residential meter pits. Commissioner Carr seconds the motion. All are in favor. motion carried.
 - No other topics for discussion were brought forward.
 - Commissioner Auger makes a motion to adjourn the meeting at 8:15pm. Commissioner Taber seconds the motion. All are in favor. motion carried.
- Adjourn Meeting

Sara Auger, Commissioner, Chair

Date

Brett Taber, Commissioner

Date

Michael Carr, Commissioner

Date

Respectfully submitted by Michael Carr, Commissioner