



Office: 147 West Main Street, Hillsborough, NH 03244

**Meeting Minutes**  
**Emerald Lake Village District (ELVD) Special workshop Meeting**  
**Thursday, October 26, 2023**

**Board Attendees**

Brett Taber, Commissioner (Chair)  
Sara Auger, Commissioner  
Michael Carr, Commissioner

**Residents** - Melissa Taber, Linda Caruso, Michele Flynn

This meeting was called to order at 5:00 pm on October 26, 2023 by Commissioner Taber and roll call to confirm a quorum of commissioners.

The primary purpose of this special workshop is to address any bids received for snow removal for the 2023-2024 winter season. The board did receive one bid that came through today. Other efforts included calling towns (Hillsboro & Henniker), calling NH DOT, placing an ad in The Messenger and The Concord Monitor, on NH Municipal classifieds, our official facebook page and the website, as well as cold calling local contractors.

The one bid received for the 2023-2024 winter road maintenance is from Bouchard Excavation in the amount of \$110,000.00. The contractor is requesting two payments of \$55,000 to be paid in November and December. For budgeting purposes, the board will review if a payment in Nov. and Jan. would be acceptable instead. The other minor discussion point will be to include the wording that snow plowing, in addition to sanding, will take place from commencement through conclusion of snow and ice.

Motion to accept the offer and enter into an agreement discussion with the contractor, Bouchard Excavation, for formalizing documents and then entering into an agreement for the 2023-2024 winter season. Motion made by Commissioner Taber, seconded by Commissioner Carr, all in favor, motion passed.

Commissioner Auger will follow up with the contractor to move forward with signing the contract. The contractor is also requesting a location to keep sand, the volume of sand needing to be

kept will be discussed. At this time, the bids are closed as we move forward with signing this contract.

The other topic to address, is that our current Clerk, Mark Croati, is unable to continue as the district clerk due to time constraints with his full-time job.

Motion to submit the clerks resignation as of October 31, 2023. Motion made by Commissioner Taber, seconded by Commissioner Carr, all in favor, motion passed.

The board will be accepting applications for a new district clerk through November 16, 2023. This position will be appointed through the 2024 district annual meeting (April timeframe).

Additionally, to close out with the state and the tax setting, the MS 434 (adjustments to revenues) needs to be signed.

Motion to accept & submit the MS 434 draft to NH DRA and work with them for any final adjustments for tax setting. Motion made by Commissioner Taber, seconded by Commissioner Carr, all in favor, motion passed.

Clearing of leaves from roads is currently taking place, so that roads can be graded. Gary Edwards is helping out the district temporarily to prep out roads for winter maintenance.

Motion by Commissioner Taber to adjourn the meeting at 5:32pm. Seconded by Commissioner Carr, all in favor, motion passed.

Respectfully submitted by: \_\_\_\_\_ Sara Auger, Commissioner

Approved by:

\_\_\_\_\_ Brett Taber, Commissioner (Chair)

\_\_\_\_\_ Sara Auger, Commissioner

\_\_\_\_\_ Michael Carr, Commissioner