

Meeting Minutes  
Monthly Meeting of the Board of Commissioners  
Emerald Lake Village District  
May 15, 2014

Present: Denise DeForest, Commissioner (in person)  
Troy Cornock, Commissioner (by speaker phone)

The regular Meeting of the Board of Commissioners was duly convened at ap. 7 pm at the Town Offices as noticed, by newly elected Commissioner Denise DeForest, with Commissioner Troy Cornock participating by telephone speaker. Martha Caron agreed to take notes of the meeting and prepare Minutes, there being no serving Clerk.

Denise DeForest stated that the business before the Board this evening was to form a new Board of active Commissioners in view of the expiration of terms and subsequent resignations, so that the Board may move ahead and conduct business.

The resignation of Bob Hutchinson as of May 10, 2014 was announced. A copy of his resignation letter was read and is appended. The Board, by Ms DeForest and Mr Cornock, accepts this resignation. A letter of this date by Denise DeForest on behalf of the Board was signed, indicating acceptance of Mr Hutchinson's resignation for health reasons, and that he would continue to act in an advisory capacity to the District, as he is able to. An original was provided to Mr Hutchinson who attended the meeting; a copy is appended hereto. The Board, on behalf of the community, wishes to publicly note its thanks to Bob Hutchinson for all of his hard work these past years, and to wish him a speedy recovery.

It was noted that the resignation of Bob Hutchinson leaves a vacancy with a remaining two year commitment. John Dahood, whose term recently expired, was present and indicates his willingness to return to the Board as Commissioner, to complete this term.

Denise DeForest nominated John Dahood as Commissioner by appointment, Troy Cornock seconded that nomination, and then by vote of Denise DeForest and Troy Cornock, John Dahood was appointed Commissioner for the remaining term of two years.

John Dahood accepted, and was sworn in as Commissioner by Denise DeForest in the absence of an elected or serving Clerk. A copy of Mr Dahood's written oath is attached.

Mr Cornock then explained that he is relocating to Florida, is now employed there and unable to attend regular meetings, and therefore wishes to resign as Commissioner, with one year remaining of his term.

Denise DeForest moved, seconded by John Dahood, to accept the resignation of Troy Cornock, and it was agreed. A letter of this date will be sent by Denise DeForest to Troy Cornock, indicating acceptance of his resignation, a copy of which is attached. Mr Cornock also will provide a written resignation dated May 15, 2014.

With a third vacancy for a remaining term of one year, Denise DeForest nominated Martha Caron to fill that vacancy, as seconded by John Dahood. By vote of Denise DeForest and John Dahood, Martha Caron was appointed as the third Commissioner to serve for one year.

Martha Caron, being present, accepted that position on the record.

Martha Caron was then sworn in as Commissioner by Denise DeForest. A copy of written oath by Martha Caron is attached.

Martha Caron then stated that she was elected Moderator at the April 26, 2014 Annual Meeting by write-in vote but understands it is improper to serve in both capacities; and thus although not formally sworn in as Moderator, makes a record that she declines and/or resigns from that position as appropriate. Copy of a letter doing so is attached.

It is announced that the Board of Commissioners for the District now consists of:

Denise DeForest (3 years)  
John Dahood (2 years)  
Martha Caron (1 year)

Denise Deforest nominated John Dahood to serve as Chairperson, seconded by Martha Caron and by vote of both, John Dahood is elected Chairperson of the Board of Commissioners.

Sue Hutchinson continues to serve as duly elected Treasurer.

It was noted that the positions of Clerk and Moderator remain vacant but that volunteers are being solicited for consideration, for appointment, with due regard to the next largest vote-getter for these positions at the Annual Meeting. The vote count sheets should be available.

The first priority of the Board being to secure administrative support services following the resignation of Jim Coffey, therefore it was proposed that a job description be drafted for District Administrator and duly posted. In the meantime, the Board may also explore contract services from organizations prepared to step in, such as Municipal Resources, Inc, during transition, to ensure no lapse in fulfilling any obligations. Martha Caron assumed responsibility for starting a draft job description for circulation. There was discussion concerning the range of compensation available, which will have to come out of the recently approved operating budget,

and may well be in excess of what was being paid to Jim Coffey. There was also discussion that an interview committee can be established to review resumes, which should include Bob Hutchinson and perhaps Sue Hutchinson as familiar with established procedures, along with Board and/or perhaps community representatives.

Bob Hutchinson pointed out some MS form and related deadlines coming up, and provided his contact at DRA as Barbara Robinson.

The Board is also still planning on preparing for the upcoming Memorial Day weekend by having the lake water level adjusted, and outhouses and floating docks put in. An informal discussion followed by which Bob Hutchinson and John Dahood will make these arrangements this coming week.

It was also discussed that the Board is committed to moving forward, and is working on a list of issues and projects to be prioritized with input from the community. A preliminary list has been written up and will be expanded; then priorities will be set by the Board based on available funds. The need to set up standing committees to delegate specific task areas was discussed, e.g. reviving the Parks and Rec subcommittee with a given task list.

Each of the three new Commissioners took several minutes to state why they are interested in serving, and what they envision for the District.

The Meeting was then opened to the public for comment and discussion.

### General Discussion

Bob Hutchinson pointed out the need for installation of a new water contamination pump which costs ap \$1500 from the water budget; the need to remove a dead tree at 115 Emerald, the fact that the Red Fox Bridge is now red flagged and perhaps should be posted for tonnage; and several other pending issues.

Joe and Eileen Feindel, present, have cleaned up trash on their own in the District and were encouraged to head up a more formal ongoing effort with need for further volunteer effort to support general improvement for the District.

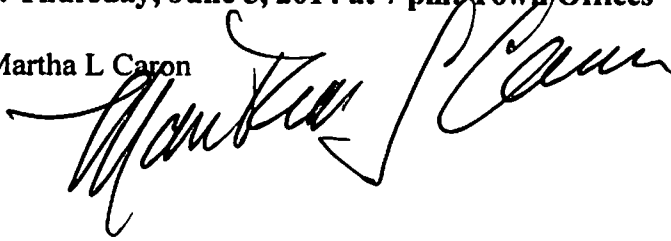
There was discussion about pending Article 2 for reconsideration and that it is only intended to approve the possibility of bond funding, and was not a commitment to seek such funding or to spend it; and that there will be a meeting with WSO and related contractors prior to reconvening the annual meeting for Article 2 so that presentations can be clarified. It was also noted that any already registered voters can vote at a reconsideration of Article 2.

There being no further matters, by Motion made and seconded,

The Meeting was adjourned at ap. 8:00 pm.

**Next Meeting: Thursday, June 5, 2014 at 7 pm: Town Offices**

Prepared by: Martha L Caron  
5/15/14

A handwritten signature in black ink, appearing to read 'Martha L. Caron', written in a cursive style.

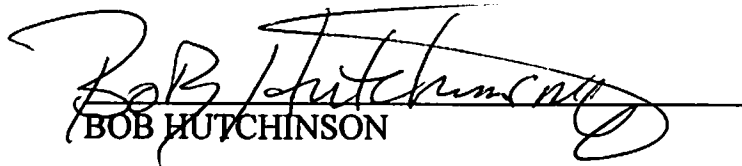
May 10, 2014

Bob Hutchinson  
11 Dawn Street  
Hillsborough, NH 03244

TO: The Emerald Lake Village District Commissioners:

With regret, due to personal reasons including ill health, I hereby tender my resignation as Commissioner and Chairman of the Board of Commissioners for the Emerald Lake Village District, to be effective May 10, 2014.

I remain available in an advisory capacity and will be available for short term assignments as my health improves.

  
BOB HUTCHINSON

EMERALD LAKE VILLAGE DISTRICT

May 15, 2014

Bob Hutchinson  
11 Dawn Street  
Hillsborough, NH 03244

Dear Bob,

On behalf of the Emerald Lake Village District and its Board of Commissioners, we accept your resignation and understand that your health precludes continued service at this time. Your health must come first.

We want to express our appreciation and thanks for all that you have done to make the District a great place to live, and your diligence and attention to all of the work required to bring us through some difficult times. Your contributions have greatly improved the District for all of its residents.

Next year there will be another vacancy on the Board, and we invite you to consider running again if your health permits. In the meantime, we hope that we may call upon you in an advisory capacity to help us move forward, with your accumulated knowledge of district matters, to the extent that you are willing and able to do so.

  
DENISE DEFOREST, COMMISSIONER

EMERALD LAKE VILLAGE DISTRICT

May 15, 2014

Troy Cornock  
Emerald Lake Village District  
Hillsborough, NH 03244

Dear Troy,

On behalf of the Emerald Lake Village District and its Board of Commissioners, we accept your resignation tendered on the record at our meeting this evening, and want to express our appreciation and thanks for your tenure as Commissioner.


With best wishes for your future success,

  
\_\_\_\_\_  
DENISE DEFOREST, COMMISSIONER

**OATH OF OFFICE**

I, **JOHN DAHOOD**, do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all duties incumbent on me as **COMMISSIONER** for the Emerald Lake Village District, according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So help me God.

Dated: May 15, 2014

  
\_\_\_\_\_  
**JOHN DAHOOD**



**OATH OF OFFICE**

I, **MARTHA L CARON**, do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all duties incumbent on me as COMMISSIONER for the Emerald Lake Village District, according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So help me God.

Dated: May 15, 2014

  
MARTHA L CARON

MARTHA LOUISE CARON  
19 Hummingbird Lane  
Hillsborough, NH 03244

Tel: 510-301-2074  
Fax: 866-748-4980  
[mlcaron@caronassociates.com](mailto:mlcaron@caronassociates.com)

---

May 15, 2014

Board of Commissioners  
Emerald Lake Village District

RE: Moderator Position

At the annual meeting on April 26, 2014, I was informed that I was elected Moderator for the upcoming year by write-in vote.

I have not yet been sworn in. However, as newly appointed Commissioner, I cannot also serve as Moderator. Therefore, to make a record, I am providing this letter to indicate that I either decline the Moderator position or resign the position, as may be appropriate.

  
MARTHA LOUISE CARON