



EMERALD LAKE VILLAGE DISTRICT
HILLSBOROUGH, NEW HAMPSHIRE, 03244

ELVD Workshop Meeting Minutes for Wednesday, November 7, 2018.

In Attendance: Diane Cunningham, Commissioner, Linda Whiting, Commissioner, Wayne Held, Commissioner, Jessica Vitkauskas, Treasurer, and Kim Grondin, Clerk.

Public Attendance: Brett Taber, Melissa Taber, and Richard Whiting.

The Workshop was called to order at 6:02 p.m.

Commissioners coded and signed invoices for the water and general accounts.

Linda Whiting, Commissioner states she spoke with the engineers about Skippy doing the temporary fix for the Red Fox Bridge, which will be one-lane. Linda Whiting, Commissioner states "they completely checked everything, and they agree that it would be the best thing right now because we are not going to get grants for a while." Kim Grondin, Clerk asked the name of the engineers that inspected the bridge? Diane Cunningham, Commissioner states "Wright-Pierce from Lebanon, NH. Wayne Held. Commissioner provided a printout to explain, which states: On Wednesday, November 7, 2018, Commissioners Wayne Held and Linda Whiting met with Skippy Edwards, District's Road Agent, and Wright-Pierce Engineering Representatives to explore a temporary fix to the Red Fox Crossing Bridge. Skippy Edwards and the engineers examined the scope of the damage and erosion to the support walls of the bridge. After careful examination, the engineers provided the necessary procedures necessary for the bridge's repair until a more permanent resolution can be established. The bridge currently has a large cement slab that runs across the culverts. The heavy rainstorms cause the inlet water flow to erode the surrounding earth causing the release of the supporting boulders on the northwest corner of the bridge. This caused the slab to dip down on the northern side and creating a large gap beneath the slab's south side underbelly. Between Skippy Edwards and the engineers, a formidable plan of action was developed. The temporary repair would consist of utilizing an excavator digging up the areas preceding the slab on both sides and reinforcing the slab's underbelly and rebuilding the northwest corner of the bridge of the fallen boulders. This will reinforce support to the slab. This procedure would temporarily strengthen the slab without the integrity support from the existing culverts. After the slab's underbelly support has been completed, gravel would then be placed on top of the slab completing the temporary repair. This repair would be limited to vehicle usage up to six tons. The tonnage warning signs would be strategically placed on both sides of the bridge. Skippy Edwards indicated he could do the repair for an estimated \$10,000 and could be completed in 3-4 weeks. Diane Cunningham, Commissioner made a motion for Skippy's repair plan to the bridge with the estimated cost financed from the Road and Bridge CIP Fund, seconded and approved. Brett Taber, Resident asked about state permits for the repair. Linda Whiting, Commissioner states that "ELVD does not need a permit because it is private and its between Chris, Skippy, and the Commissioners". Brett Taber, Resident states "over the summer, we had residents looking to adjust their stone walls and to just touch anything within 50 feet of the waters edge, there was an issue and they needed permits from DES to do that, so I would just like to know if we are protected." Wayne Held, Commissioner states "that is why we had the engineers there and they deal with these issues on a daily basis". Brett Taber, Resident asks "how long is the intent for this temporary repair to last?" Wayne Held, Commissioner states "only for a couple years". Brett Taber, Resident states "my concern is in the spring time and we have melt-off, what is going to happen?" Linda Whiting, Commissioner states "Skippy is

there everyday and will be watching and will make any necessary repairs". Commissioners stated there will be a weight limit on the bridge. Brett Taber, Resident asks "in addition to protect the district, we are going to post signs stating the weight limit, somebody goes over it and damages it, we are going to file a suit but what backup or support do we have that we can enforce that?" Diane Cunningham, Commissioner states "we will have to talk with the District lawyer, Justin Richardson about that". Brett Taber, Resident asked about the water line that goes across the bridge. Linda Whiting, Commissioner states the water line is below the culvert. Wayne Held, Commissioner provided a printout of the water line showing the water main is 10 feet below the culvert. Discussions were made between Richard Whiting, Resident and Brett Taber, Resident about the water flow through the culvert. Diane Cunningham, Commissioner made a motion to pay the invoice of \$5000 from the Roads and Bridge CIP to the engineers, seconded and approved.

Diane Cunningham, Commissioner states that Laura Buono, Hillsboro Administrator would like to attend the December meeting to discuss the M.O.U. Diane Cunningham, Commissioner asks "so what was our question for Susan Hutchinson, non-resident about that". Wayne Held, Commissioner states "we need to converse with a municipal lawyer pertaining to our water bill and the collectable interests. The Town wants to collect all interests pertaining to delinquent taxes and water bills, but they are not entitled to that, per RSA". Diane Cunningham, Commissioner states "I had asked her about the license that we had for the software". Diane Cunningham, Commissioner states Susan Hutchinson, non-resident replied "we bought the license every year for the water and general financing. The town uses the water for billing. Because we use the same software company that the town did, we were compatible but when Martha started using Quicken and did not renew the license, I don't know how that worked. We used BMSI because it was municipal friendly and was a great benefit for the MS forms that you have to send to the state but because the town sends out our bills and collects them, they need the software." After discussion, Diane Cunningham, Commissioner will send Justin Richardson, ELVD Lawyer an email asking for a suggestions of a municipal resource lawyer.

Wayne Held, Commissioner completed a walk-thru survey with DES/WSO last Friday. Results of the survey is as follows: Treatment House; treatment tanks need to be reversed, hazardous waste stations need to be installed, eye wash station needs to be put in place, building needs to be upgraded, alarm system needs to be replaced, Honeywell thermostat needs repair, as well as cosmetic issues, such as trash can, chairs, desk rusted. These corrections may cost up to approximately \$15,000. Wells; PFAS Sample testing for 8 wells (@ approx. \$2000 per well) (instigated by Flint MI episode), Hummingbird well as open plastic ground pipes that need covering (presently open allowing water to seep in). These corrections may cost up to approximately \$16,000. Pump house had no major issues. WSO Future Funding, Electrical building for wells 7, 8, & 9, funding for electrical wiring, transfer construction of the electrical equipment from old building to new. These corrections may cost up to approximately \$20,000. DES strongly recommends Management Asset Plan and not WSO's long term replacement plan. When Commissioners receive final report from DES, they will let the residents know.

Diane Cunningham, Commissioner states that she has received an email from Powers Generators wanting to schedule appointment for minor repairs of the ELVD generators, such as battery replacements, battery cables corroding, etc. Diane Cunningham, Commissioner made a motion to accept Powers Generators to maintenance the generators, seconded, and approved.

Diane Cunningham, Commissioner states that there is a walking tour taking place at the HDES on Saturday, November 10, 2018 at 9:00 a.m. for safe routes to play and walk for kids.

Wayne Held, Commissioner questions the status for the renewing of the auditors' contract. Diane Cunningham, Commissioner states that Eileen Feindel is supposed to be looking into that, but she hasn't heard anything yet.

Wayne Held, Commissioner stated he had contacted Kathy Rodgers about the waiver request for the water service meters and that she will put that on her agenda starting December 1st but would like a reminder of that. The waiver request is due by February 20, 2019 to extend the waiver or submit evidence that the service meters are being installed.

Driveway permit for Huntington Drive was approved and signed off on.

Wayne Held, Commissioner stated "I have decided for the best interest of the district that I am stepping down at the end of this month as Commissioner. We have a lot of people out in the district that have access to better resources. We are going to be facing a lot of issues in the upcoming months and I know that I can be instrumental in many ways. But we need people. During the summer and even now, we get inputs from the residents stating, "we could have done this better, or we could have done that differently". These people have better connected resources and can help us get into a better situation and probably avoid a lot of expenses. I am willing to be on the side to give assistance or advice. By doing this now, it will give the BOC time to get some people that are better qualified to be a commissioner and help you along more than I can. So, I will be a commissioner till the end of the month, just in case there are any materials that the engineers need or if anything needs to be researched during the next couple weeks. I have given it a lot of thought and this would be more beneficial". Melissa Taber, Resident and Commissioners thanked Wayne Held, Commissioner for stepping up when ELVD needed him to.

Kim Grondin, Clerk presented the final workshop meeting minutes dating October 3, 2018 and BOC's meeting minutes dating October 11, 2018. Diane Cunningham, Commissioner made a motion to accept the workshop meeting minutes, as well as the BOC's meeting minutes as is, seconded and approved.

Wayne Held, Commissioner made copies of the keys; as well as labeling them and provided them to Diane Cunningham, Commissioner and Linda Whiting, Commissioner. Diane Cunningham, Commissioner asked about the suggestion box key. Richard Whiting, Resident states "we have the key to the suggestion box".

Residents and Commissioners are asking residents to please apply for the new commissioner position.

The next BOC Meeting will be held **Wednesday, November 14, 2018 at 6:00 p.m.**

Motion was made by Diane Cunningham, Commissioner to adjourn workshop meeting at 6:56 p.m., seconded and approved.

Sincerely,

Kim Grondin, ELVD Clerk

Approved By:

Diane Cunningham, Commissioner

Wayne Held, Commissioner

Linda Whiting, Commissioner

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