



Emerald Lake Village District
Office: 147 West Main Street, Hillsborough, NH 03244
Tel: 603-464-3128

Emerald Lake Village District (ELVD) **Workshop Meeting**
Location: 147 West Main Street
Saturday, February 1, 2024

In attendance:

Sara Auger (Commissioner, Chair)
Brett Taber (Commissioner Taber) not in attendance but sent in comments to Commissioners.
Michael Carr (Commissioner)
Lorinda Giarrusso (District Clerk)
Carolyn Renken (Treasurer)

The meeting was called to order at 6:30 pm by Commissioner Auger. We had a quorum.

ANNUAL MEETING TIMELINE AND ITEMS LEADING UP TO:

The Annual meeting will be held on April 20, 2024. It has been confirmed with the Moderator.

Petitioned Bond Articles – over \$100,000. CA asked, do we have any of these?

CT stated - to hold a Bond Hearing, the first eligible day is February 19th. The media needs to be given seven (7) days' notice. The last eligible day is March 30, 2024.

The last day for petitioned warrant articles to be received by the Board is Tuesday, March 19, 2024. CA asked, do we run for one or two weeks? March 8th ties in with Ad for Candidacy filing and Petition Articles, which closes on February 19th. If March 21st does not work for the Budget & Bond Hearing, we could go to the last day of March 30th. SA stated to do it on March 21st. CT said that would give us a good buffer. Ads must be submitted by February 17th and 18th. The warrant articles have to be done, in at least draft form. That gives time for public comment.

The Commissioners expressed the importance of reserving Hillsboro-Deering School for the Annual Meeting on April 20, 2024. We must complete the Facilities Reservation Form and get a Certificate of Insurance. District Clerk, Lorinda Giarrusso, said she would follow-up immediately.

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ROAD COMPLETIONS:

DISCUSSION OF NEXT ROAD SELECTIONS FOR TENTATIVE WATER MAIN REPLACEMENT:

CA stated some roads are already done with their environmental reviews. If this years' Warrant Article is approved for \$1.3 million, we need to identify and have the environmental reviews ready. We need to select three (3) more roads. BT stated IF we have excess funds with loan projects, we could still have funds for 1-3 more roads to be done, under the funds that are available, now. We need to identify some of the roads we have left. If we get approved, we can move forward with the environmental reviews. The reviews are good for three (3) years.

SA stated – Reviewing the water, the 1st Asset Management showed – All “red” are done and “yellow” are to be done. BT stated that is correct. The top three ones were Beaver Glen, Firefly and Rainbow's End (Est 315,000). They have already been identified in the Project Scope. Based on the last two years leak rates, Red Fox Crossing, Midnight Walk, Hemlock, Alpine, and Seminole were shown. BT reviewed, and said the following are not done – Chipmunk, Dawn St., Forest Lake Drive and Rainbows End. Firefly? He will check on Firefly. (Environmentals need to be done to get close to the \$1.3 million asset). SA said we have four (4) estimates. Hummingbird is estimated at \$400,000. BT stated that in the Huntington zone, Greenfield was not completed as well as a small section of Bog Road to Deerfield, and Seminole was \$430,000. SA suggested getting a map that would show the residents what has been done. BT said he may have something to use. CC also suggested a shared GIS map.

BUDGET/PROJECT CONCERNS:

CA stated that Aquaman is just about completed with the Pilot System set-up. She sent it out to Wright Pearce, today, and the next step would be permitting from the State, and looking for water line work, to be sure that complies with the project too. CT stated that the State sent back a response, but before we finalize the permit, with the State,(this was opened when we started the Project), they are looking to authorize the Permit for Eastman, at its full capacity and cut back on permits of our other wells, which are permit required. Before we do that, where it is only testing, we do not want to jeopardize the permitting values on our other active wells. This is key as I picked up on this, two (2) years ago. It would have cut back our restrictions. CA said we cannot afford that. We need to have wording that specifically states “we are not jeopardizing the other sources at this time”. Once this is able to be fully permitted, we are going to end up having to cut back on the Mary Rowe well. If that is part of the permitted wells and volumes, that is an “Easy Win”.

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PATTEN HILL:

CT said follow-up is needed with Wright Pearce. We need clarification from the State. He also stated that we can do trenching and wiring ourselves, and can do that to keep costs down, but it is not reimbursable. If we contract it out, costs will need to be listed under Davis & Bacon wages. CT has sent a letter to Wright Pearce asking for clarity for piping, electrical flows, trenching and he has given some initial feedback. Regarding the media treatment vessels and the Patten Hill Treatment Building, the question was raised about the thickness of the pad. They suggested a six inch (6") added pad, as a weight support. He spoke with Wilson Foundations, out of Washington, and they believe a normal slab would be 4" thick. If we potentially do not want to add a pad, you could drill some pilot holes, in the floor, and test the thickness. BT said he would do that, over the next week, and he had the tools to do it. CA stated that that might save a lot of money and asked – Does the Board agree, or should we hire out? We'd probably need a cubic yard of cement, prep work, concrete work, metal work, and materials would still be covered. (in-kind service/volunteer). These items are also needed for the Chemical Room. We need to validate the thickness of the floor where the vessel will be.

CT stated, anything less than \$250,000, the Board can use who they want. We have our model. Anything over \$5,000.00 has to be bid out. So, it comes down to bids (outside of Aquaman) vs. Wright Pearce. CA stated she is in favor of competitive bidding. CT stated do we do it in the wintertime or springtime. It would include three (3) parts: Two parts - electrical, cover work and trench work. We would have to see if any of the residents would do it and be ready to do it, soon. Do we need new electrical equipment or are we ready to go? We need to have this project completed by the end of this year; CA stated this was correct. We need to get the materials now, and get the concrete work done, so we are not waiting and everything will be ready to go. BT said once he gets the clarification from Wright Pearce, he can share those variables with the Board.

EASTMAN

CT reported that Aquaman has just about finished with Pilot System setup. It was sent out to Wright Pearce, today. The next step is to send it out to the State. CA stated -reviewing the shoreline connection, the processing fee is minimal. CT stated we should get date timelines to make sure we are not missing dates and we can move things along. CA stated she is seeing a lot on the back end and holding them accountable. She also reached out to Wright Pearce who stated that the fencing may not be adequate and AQUAMAN has a concern. CT said he has been trying to meet with Aquaman. The fencing was going to be centered and they were going to look at the controls. If you back up the trucks, will it go over the elements? So, whether or not they have to go towards the lake to the backside of the well head, or to the side, does that apparatus need to be protected by the fencing; do we need to increase the area of the fence. Do they need to be more protected or bigger? CT stated, that after trying to reach Aquaman and Wright Pearce, for two days, I just found out that Aquaman and Wright Pearce walked the area, two days ago. CT was not informed they were coming. It was a missed opportunity to have everyone's discussion together, so now CT has to follow up with them. Aquaman needs to mark it. It would benefit us to apply this year, towards another source water protection. If we want to increase fencing, that would not be available until next year, but we would have things in motion. If not, the cost would be out of pocket.

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MEETINGHOUSE

CA stated asked if the current bills can go towards this project, for exterior work. Which fund account would it come from? This bill(s) has not been submitted to the State. She stated you can submit bills once a month. BT said that it was explained, to him, that we should be able to, but as far as submitting to the State, that has not been done. Aquaman submitted bills from American Iron and Steel and Davis & Bacon, for the exterior work, and that should all qualify. We were just wanting to make sure what funding account Wright Pearce would want to be used.

HUMMINGBIRD

CA stated that the first disbursement request was sent to the State on January 31st.

STORM WATER

CA stated that the Report is completed. CT said he had not received the final report. BT stated he had received a letter saying it was sent to the State and until the State reviews it, we will not get the Final, Final. The Adjusted Draft was sent today. We anticipate receiving it in early March. CT clarified that this is for Clean Water, Storm Water and Asset Grant. Referring back to the Aquaman invoices, CT said the water account has adequate funds to cover it, and we should be able to get reimbursed. Treasurer, Carolyn Renken, will check our Bank Account. BT stated It will not jeopardize the Operating Budget or Expenses. CC asked will we still have time for reimbursement. CT said yes, and typically, that the State takes up to 30 days to reimburse. Also, if we need equipment, we can work on getting those now. He said the water treatment, at the Patten Hill treatment building, is the primary focus and any other tentacles of it, and not the electrical portion at well heads 7,8, and 9. Anything we can save money on, with the work, is really going to tie it in, closer to what the costs will be.

FUTURE PROJECTS

Regarding Beach erosion, CA spoke with the State to see what we are we needing? Do we not need a wetland permit (**NO**). Do we need a Shoreland permit (**YES**). SA looked at the Shoreline Stabilization Fact Sheet and Alteration of Terrain permit rules, but this is a much smaller need for wetland, (less than 100,00 feet), so **NO. Engineer not required.** I received a phone number for a Shoreline Supervisor so I can talk to him about future projects and starting points. They said there might be someone else close to us that has a similar project that we can reach out to and ask, how does it work? BT stated that one of the challenges is what are you doing to fight erosion? One (1) location, Meeting House, let alone Hummingbird, has been a challenge and we would need drainage, collection pits, and culvert pits and we would be forced to get these things. We will need an Engineer. CA stated she looked back at five to eight years of Minutes and there is little to none, documented, on Beach Erosion. One of the elements in the draft for the Asset Mgmt., from Gale Associates, talks to some of the different federal and state grant fund possibilities. CT stated we should have a deeper conversation with these agencies to see if any of them have what we need. The two beaches are a direct lane into the Lake, so they might qualify. CT stated he thought Applications are April-May, to see if we can even get picked. What can we do in the short-term, if we show intent?

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BEACH EROSION

To be continued next week.

SOURCE WATER GRANT

SA said she had sent the Commissioners an Outline for the Source Water Protection Grant. It was broken down into 5 (five) tasks, and they asked us to write a blurb, on each, and state costs associated with each one. It shows each zone. The goal is to reduce costs. CT asked, is this value, the final value that we are going to be approved for or is it an initial figure. Can it be changed? CA said that “it is what she submitted.”

CT stated that Lowes sells a kit that that can be used to identify leaks and also so you can do a Flapper Test. CT asked, should we do this test, first, to get into areas that do have a leak and not just replace a Flapper. SA stated that the Water Sense toilets are low-flush toilets. It is typically not “one-size fits all.” The Board agreed that we should share a cost-saving flyer with the residents and if the residents have interest, and are willing to do the test, we can educate them how to. BT said to apply for funds this year, and do it again, next year, if it goes well. It could be precedent setting with the State. CA said she has a Plumber on hand, if we need help with the Flapper Test and removal. BT said we would have to validate what kind of flapper a resident has. They are not all the same. The Board gave CA the OK to send this to the State.

AUDIT UPDATE

CT stated that there were two (2) Findings, and we must generate a Corrective Action Plans. (see below) (we had co-mingled our QuickBook accounts in 2022.

1. Finding was because Lines 22 & 23 were combined.
 2. Net of Revenues & Expenditures (need stand-alone revenues on lines)
-

CT stated I will send back, next week, with my thoughts, regarding:

Grant vs. Loan Based
Separate Lines – Expenses

Expenses and revenues must tie in. We will blend into Corrective Plan. As of 2024, this will reflect these corrected actions. When we start the 2023 Audit, we need to make these corrective actions also. He asked the Board to look at it and if you have any questions, email her and all Commissioners. CA asked, do we have to speak to DRA? CT stated that as soon as we send back to the State, they can finalize. The potential risk is thinking you have funds when you don't. As soon as we send back the report, we can finalize it.

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OTHER BUSINESS

APPROVE 12/21/23, 12/24/23 & 1/18/24 MINUTES.

A Motion was made to approve the 12/21/23 and 1/2/24 meeting minutes as written. Motion was seconded by ALL. Motion was passed.

CA stated we would review the minutes from 1/18/24 at the next meeting.

Commissioner Auger made a motion to adjourn the meeting at 8:09 pm. Commissioner Carr seconded this motion.

TIME MEETING ADJOURNED: 8:09 pm.

NAME OF PERSON TAKING MINUTES: Lorinda Giarrusso

Brett Taber, Commissioner

Date

Sara Auger, Commissioner, Chair

Date

Michael Carr, Commissioner

Date

Respectfully submitted by Lorinda Giarrusso, District Clerk.