



Emerald Lake Village District

Hillsborough, New Hampshire, 03244

ELVD Workshop Meeting Minutes

Thursday, May 30, 2019

Attendees

Brett Taber, *Chairman of Commissioners (In Person)*

Steve Criner, *Commissioner (In Person)*

Debbie Kardaseski, *Treasurer (In Person)*

Rick Rose, *Clerk (In Person)*

Eileen Feindel, *Office Manager (In Person)*

ELVD Residents

Melissa Taber, Joseph Feindel, Don Johnson, Wayne Held, Marie Mogavero, Chris Reed, Linda Corso, Marilyn Brock, Tricia and David Stefanelli.

Non-Residents

Joseph and Charlie Damour (WSO)

Meeting was called to order at 7:01 pm by Chair Taber.

Meeting started off with the Pledge of Allegiance.

The board introduced themselves in the order of Brett Taber, Steve Criner, Rick Rose and Deb Kardaseski and Eileen Feindel was mentioned as sitting in the back.

Needed to start off with a few items to catch up on but Chair Taber opened the room to discussion for any other matters.

- * Resident Chris Reed offered positive feedback for WSO personnel stating he had an urgent matter at his home and WSO was there to alleviate his problem by providing a quick response.
- * Follow-up with talking to Justin (District Attorney, there may have been some misunderstandings in the past considering finalization of resignation of Linda Whiting. Chair Taber made a motion to accept her resignation. Commissioner Criner seconded the motion. Motion passed.
- * Minutes for last weeks minutes were posted. Chair Taber asking if anyone had any additional recommendations or amendments,.
- * There was matter of the day of the week itself. The meeting was on a Thursday and not Monday, as stated.
- * Last page prior to the signature page where it mentions "fire commissioner forwarded to NH Primex" was supposed to be "Prior" and not "fire".
- * There have been issues after transporting the file where misalignments or unneeded spaces occur. It has been determined (by Dave Stefanelli) that sending a PDF file will remedy the situation.
- * No other amendments suggested for the 5/30 minutes. Chair Taber motioned for acceptance of minutes. Commissioner Criner seconded. Motion passed.

GENERAL DISCUSSION:

- * Chair Taber introduced two members from WSO who joined us for the meeting. They were there go over some items after Chair Taber met with them the previous day.
- * Dave Stefanelli was mentioned for joining us to help with any matters concerning our website and email. He and Chris Reed will be working together.

We have to decide whether we want G (Google) Suite or Microsoft Office 365. Chris Reed went ahead to explain the pros/cons of each platform.

Microsoft Office 365 is \$8.00 per user (active users with license attached) per month.

G Suite is \$12.00 per user (active users with license attached) per month.

Chair Taber has stated we will need to check with Justin (District Attorney) to make sure we will be compliant. The district has never had an all inclusive email system. Emails have been previously forwarded (from info@elvd.com) to each person individually.

After further discussion of the pros and cons on the operating systems, Commissioner Criner put forth a motion to start the process of acquiring G Suite (from some of the unused assets from the District Admin role) within 60 days. Chair Taber seconded the motion. Motion passed.

David Stefanelli has suggested that we need to come up with a Succession Plan in the planning the comings/goings of board members.

Commissioner Criner started to speak about the bigger plan for the board. Been discussing to onboard another commissioner(s). Work with RCAP Solutions. They have training programs granted by the state free of charge to the district.

Also, when we come to the end of our terms as a commissioner part of their job responsibility is going to be to identify and train/prepare a replacement, basically our own succession plan.

Another part Commissioner Criner spoke of is the role of the District Administrator. We have to complete the task of filling that position since we've appropriated the funds for but never has been carried out. Final draft of the description for that role has been completed. The description of the role for commissioner is to follow. The idea it to have people apply for these positions as any other position would require. The board is thinking of offering a deferred compensation package. Compensation would be based on completing sequences in time increments.

WSO portion of the meeting: Chair Taber had a great meeting with Joe and his team the day prior to the meeting. Allowing him to get a better view of the operating system. Much of the discussion was about their roles and responsibilities and the conditions of some of our systems, discussion of the development of future improvements. Go over the contracts and sum up what was completed/not completed under the prior commissioners.

Joe had a list of previous water connection applications. Some of these go back to 2003. The fees were paid and got the permit from the town, septic design approval, etc., which were failed to be acted upon. However, it does show there was intent to place plans into action.

Our contract with WSO hasn't been updated since 2016 and has carried the same fee since then. Their intention is to write and propose a new contract for 2020.

Items that Joe brought to the forefront were with well #6 (Patten Hill pump has been down since last fall) and a quote to repair this would be \$3200 - \$3400. We have a credit (with John Plummer) for \$3717.

Second item is the Mary Rowe well pump put in a couple of years ago that has issues that continually come up. Most likely needs to be replaced and may cost upwards of \$4000.

Commissioner Criner brought up CUPS, which is the Asset Management system that monitors the water supply, and WSO relayed that they don't like it. It doesn't generate data as it works on the data one puts into it. It's basically a record keeping (graphical overviews) system. This system is more advantageous for a bigger district, town or city.

Chair Taber said that ultimately our goal is that since the state has loans and grants available and just because it's available, does it make sense to utilize those funds when we start talking to them about their requirements. It doesn't make sense to throw good money after bad. Will only be advantageous if it helps out the district now and the future.

WSO will put together a scope of work for day to day operations and what would it look like to create a long term solution to correct the water system permanently or at the very least for the next 30-50 years. The state does require a 5-10 long range plan as part of the programs mentioned earlier.

* State just recently sent us an additional notice of violation about the test that was done in the beginning of April for the Mary Rowe and Meetinghouse wells had a higher than acceptable level on arsenic report. Working on getting this posted to the website and along with the requirements of the state that DES requires for the fluoride report to get these two reports out to the public. To have these printed for us would cost \$460 and \$350 for postage. However, if the ELVD printer can be used, it may cost \$500 including postage.

* Water ban email received by Commissioner Criner asking about the lifting of said ban. WSO asserts that a total water ban is not necessary as long as outside irrigation (like sprinklers) still be banned. Usage of a water hose for the temporary watering of lawns, flowers or washing one's car is acceptable.

* There will corrective actions taken on the way the water is treated for arsenic and fluoride. Make sure the order in which they occur is more beneficial in regards to the final output in our water system and the costs associated in doing that.

* Repairs to the water treatment center: tank control valve filters, head controllers, flow meter, piping configuration need to be replaced. WSO will provide a quote for these items.

* There is now a chemical container at the Patten Hill building now. Chair Taber has a couple of quotes for the same size at Meeting House well. Also has quotes for the shower for safety purposes in dealing with the chemicals.

OLD BUSINESS:

* NH Primex form has been sent out and to update filings by 6/14/19 for insurance.

NEW BUSINESS:

* Send out thank you notes for those who have donated various items to the district. Chair Taber motioned to accept the donations. Commissioner Criner seconded the motion. Motion passed.

* Speed (by cars) was mentioned in past meeting(s). Will continue to watch the situation. Chair Taber encourages residents "if you see something, say something".

* Review the signage at the beaches. Not all is visible. We need proper signage to deter out-of-towners from using our beaches. Residents are encouraged to use the stickers. Ideas are being investigated for enforcing the use of our beaches by non-residents and perhaps allowing them to purchase stickers.

* Volunteer sign-up will be taken on by Commissioner Criner.

* Chair Taber made a motion to approve outside expenses for the raft repairs, paint for the tables, hardware for the fence repair. Commissioner Criner seconded. Motion passed.

* Chair Taber will be the primary contact for the water system and Commissioner Criner will be the primary contact for the bridge.

* Next meeting is scheduled as a workshop meeting for 6/12/19, but the time has to be amended from 6:00 to 7:00 pm. However, there will be a short meeting on 6/6/19 at 5:00 pm to approve water repairs.

* Resident Marie Mogavero introduced Community Action Merrimack County which is a program the disabled and seniors when they need a ride. She suggests to call and get an application. Volunteers drivers need to be open to drive riders anywhere they need.

* Attendee asked who was in charge of cleaning out the culverts. Chair Taber advised if it's a driveway culvert, the resident would be responsible. If it crosses a road, the district is responsible. If there are those that have the inability to do so, volunteers may be utilized.

Meeting was adjourned at 9:14 after motions to adjourn were made by Chair Taber and Commissioner Criner, respectively.

Sincerely,
Rick Rose, *ELVD Clerk*

Approved by:

Brett Taber, *Commissioner*

Steve Criner, *Commissioner*

