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Emerald Lake Village District

Hillsborough, New Hampshire, 03244

ELVD Workshop Meeting Minutes

Tuesday, February 4, 2020

Attendees in Person:

Brett Taber, *Chairman of Commissioners*
Sara Auger, *Commissioner*
Mark Martin, *Commissioner*
Deb Kardaseski, *District Administrator*
Shawna Kilcoyne, *Treasurer*
Rick Rose, *Clerk*
Eileen Feindel, *Office Manager*

ELVD Residents:

Melissa Taber, Mark Martin, Shelley Sheehan and Joe Feindel.

Non-ELVD Resident:

Collin Stuart from Wright-Pierce

Meeting was called to order at 6:30 pm by Chair Taber and began with the Pledge of Allegiance.

Agenda Topics:

* Swearing-in new Commissioner as an appointed position until April annual meeting: The clerk had the responsibility of swearing in Mark Martin as the board's new Commissioner. Welcome Mark!
Mark joined the rest of the board at the head table.

* Meet with road agent to discuss 2020 budgeting and project options.
~ Road agent was a no show for this meeting.

* Review draft of Asset Management report for feedback to Wright-Pierce: The board had questions for Collin to clarify/research on several aspects of the report.

Bullet Points:

- ~ The district has an abandoned water storage tank (40,000 gallon) by Red Fox Crossing. The board will have to determine if that tank needs to be removed since it hasn't been used since 2006.
- ~ It's against DES rules for individual residents to have booster pumps, which regulate water pressure.
- ~ We need to clarify the size of piping throughout the district. The district generally has 2", 4" and 8" lines.
- ~ A correction on a source water violation needed to be made, which was waived by DES.
- ~ Reviewed the well output capacity values based on a 2018 survey and its efficiency.
- ~ Automation for the treatment center based on a DES recommendation for a skater system so operators don't have to be physically present to collect data. The board, last year, had already allocated money for this system.
- ~ Eye wash station water - does the building need a hot water heater?
- ~ Water treatment recommendations? Results from water testing are still pending.
- ~ Suggestion for a push button alarm system for chemical containment. This is something the district can purchase and install ourselves.
- ~ Zone meter not working on Patten Hill? Has been repaired.
- ~ Water conservation report plan - were we part of that communication? Part of what WSO had sent regarding the 3 year follow-up report to DES.
- ~ Tank elevation correction.
- ~ Cross connection concern for residence on King's Row - notification will be re-sent.
- ~ Service tank mixer - question of whether we had one or not? Still unknown.
- ~ Question of water pressure on the southern side of Gould Pond. Do we need to install pressure regulators? It is recommended that we do an installation.
- ~ Concerns of a bleeder on Spring Street because it's not a loop system. Is it intended for flushing purposes? Yes, it helps flush out dead ends because the water doesn't move.
- ~ Valves that are closed on Ravenhead. This may be a need for developing a loop.

~ Future option for a loop is at Hummingbird/Hemlock. The piping was stopped from making any connections. There's a 100 ft gap.

~ Well (ground-packed) development needed, possible areas include Mary Rowe and Eastman beach. Collin will research this and follow-up with the board. Doing this can incur a high expense.

~ Level of service for data collection, basically a scorecard for the district that we can control and to ensure that our water operator is meeting the goals we set forth that can be agreed on, mutually. A lot of districts use this as a bargaining chip. Wright-Pierce has offered more assistance to better guide us in this area.

~ Pressure sensors? Is it recommended that we hook these up? Not necessarily.

~ Grading scale on priority of replacing pipes based on age reviewed.

~ Calibration methods for meters reviewed.

~ Zone meter review...which kind is most predominantly used? We have a mix of meters. Better to use a two foot culvert or ones that have manhole covers?

~ DES holding off on our extension for residential metering as we need to have the final 2 zone meters installed. We will be doing one at Turtle Bridge this year. The other suggested location, from WSO, is the Hummingbird/Hemlock area. If we don't get these completed DES will hold us accountable for the residential metering project - which needs much more research and planning.

~ Review procedure for contacting abutters for the Red Fox Cross bridge project - sending certified mailings is an option. There may only be up to a dozen that will need to be notified.

~ Camera inspect and cleaning of wells - to test for approximate gallons per minute output.

~ Project lists to be spread out over a 10-year period. Income from water revenues to cover these costs? Collin will research and follow-up.

~ We must review and make sure all wells have the appropriate pumps to make sure capacity is where it should be for output.

* Review Level of Service expectations for water system operations: This topic was touched upon briefly in the above agenda topic. As we near, hopefully, getting some kind of mutual contract settled with WSO (which has been with the district since 1992) we realize there have been some challenges we all have faced with the changes within the board and what the new board's expectations are from this point forward. Commissioner Auger has done research that detail what the minimum requirements should be for any water system operator. There are recommendations that we review this contract annually. As far as the service standards go, the District Admin feels this part should be reviewed quarterly.

The next meeting will be a Workshop on February 13, 2020 @ 6:30 pm at the ELVD office.

Meetings will be held at the District Office at 147 W Main Street in Hillsboro unless otherwise noted.

Motion made by Chair Taber to adjourn the meeting. Commissioner Auger approved motion, motion passed.

Meeting was adjourned at 8:38 pm.

Regards,

Rick Rose, *ELVD Clerk*

Approved by:

Brett Taber, *Commissioner (Chair)*

Sara Auger, *Commissioner*

Mark Martin, *Commissioner*