



**Emerald Lake Village District**

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**AGENDA**

ELVD Workshop meeting

Thursday June 11, 2020 @ 6:30 PM

Location: online meeting via GO TO Meetings

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**Attendees in Person:**

Brett Taber, *Chairman*

Sara Auger, *Commissioner*

Mark Martin, *Commissioner*

Deb Kardaseski, *District Administrator*

Shawna Kilcoyne, *Treasurer*

Rick Rose, *Clerk*

**Other Remote Attendees:**

Melissa Taber, Greg Klos, Chris Reed, Melissa Hardy and Lindsay Tsepas.

- Meeting was called to order at 6:30pm by Chair Taber.
- Roll Call & Quorum of Commissioners– validate online forum rules are followed.
- Checklist review
  - \* Under revised Governor Emergency order #12, Pursuant to Executive order 2020-04 - temporary modifications of public access to meetings under RSA 91-A and emergency order #23: this public body is authorized to meet electronically and there are no physical locations to observe. Chair Taber has confirmed we are utilizing GoToMeeting. All participants have the

ability to speak and to listen whether by phone or computer. All votes taken during this meeting will be done by roll call.

- Review need / options for future Annual meeting date needs under revised Governor Emergency order #12 Pursuant to Executive order 2020-04 – Temporary modifications of public access to meetings under RSA91-A and Emergency order #23
  - Status of future public meetings to be held (How being held)
  - Recognize Election of Officials and complete swearing in for new term limits of officials: All officials that were running were elected. There was one position that was a write-in for the one-year term for a non-running Moderator. We received several write-ins for all positions. Swearing in of each position can be done online, per legal, and sign the documents at a later time. Chair Taber proposed that the whole board go into the office within the next day or two to complete this task. It was brought up that the Governor has lifted stay at home orders effective June 15th. It was suggested that we go back to physical meetings at the ELVD office. The majority of the board agreed that swearing in would be done in next Thursday's meeting on the 18th of June. Resident Chris Reed would still be able to be remote, if at all possible. Chair Taber will research if this can be possible.

### **Old Business**

- Approval of May 28 meeting (Asset Management presentation) minutes: Commissioner Auger made the motion to accept these minutes, as written. Commissioner Martin seconded the motion. Roll call vote went as follows: Commissioner Martin responded yes, Commissioner Auger responded yes, Chair Taber responded yes. Motion was passed.
- Beach / Playground gate closure status in support of Stay at home order 2.0 rules
  - Discussion on raft deployment: Chair Taber would like to hold off on making a final decision on this matter pending knowing all the guidelines when the Governor's orders are lifted. The Town has yet to deploy their raft/s. The board has agreed that signage on the beaches for residents "practicing social distancing" will remain intact pending knowledge of those guidelines. New, more visible, signs are to be posted by the gates this weekend. Commissioner Martin will continue to man the gates.
- Water Meter CRF deposit corrections: Admin Kardaseski has sent out the timeline and any/all updates are still pending. A district vote is not required to correct a prior bookkeeping error.
- Auditors request for 2019 Audit: Per Admin Kardaseski everything was sent to the auditors today and she has to follow up with some figures and Treasurer Kilcoyne (she previously sent them paperwork) to get inquiries sent by them answered.

### **New Business**

- Next steps for Bridge process: Chair Taber followed up with bond counsel to set up a new meeting to Cure Procedural Defects. The counsel is working on all the elements (working off a checklist for all the items needed) so a warrant can be drafted to meet the timeline/deadline. As soon as the dates are finalized the board will share them with the public in an advertisement format. The final approval through the NH Municipal Bond Bank cannot be made until after this meeting which may be within the first week of July. The

bond counsel has reached out to the NH Municipal Bond Bank asking about a bond anticipation note (as we will not meet the deadline for the July bond sale) and what the current interest rates (between 1.3% and 2.8%) are on notes they have recently issued. Bond counsel has also provided Chair Taber with a list of private banks that deal with municipalities and water infrastructure loans and he will reach out to approximately 5 of those banks. We will be seeking the best interest rate for a 10 year term. It will take approximately 10-14 days after the bid closure to finalize the loan application and have the loan completed by the end of July. The board will communicate with both Wright-Pierce and Accura Construction (they do not make the culvert, it is sub-contracted and must be pre-ordered) of this pending process. Treasurer Kilcoyne asked if the payments of the loan would begin in January 2021? Chair Taber's response was that when the contractor signs off on the end (November 1, 2020) of the project the final payment (payment in full) would have to be paid.

- Information on Generator Maintenance schedule: The generator company is scheduled for June 26th to come and do major maintenance on all the generators. One generator needs a new battery and that has already been previously approved.
- Update on Rymes C/O of service: They will be coming to do the installs and swap over on June 16th and June 17th. After completion of that, Ayer and Goss will come and drain/remove their tanks and we'll receive a reimbursement of any unused propane.
- Need for filing of 2020 Application for Drinking Water State Revolving Fund: Wright-Pierce, this week, has filled out a preliminary application on our behalf for replacing piping (4") for 3 district streets which costs are estimated to be \$630K. The deadline to have this in is next Monday (recipients are notified in late Summer or early Fall) and once you apply and are accepted you cannot change your project that increases the cost, but you can accept less than what you are granted. Last year they had \$129 million in projects requesting money from this fund and only granted about \$25 million. Last year, we applied for \$350K, but were not selected. But, during the year when we ran into source water violations, the State granted us emergency authorization for the \$350K. The board thought the interest was too high so we declined it. The board realizes the deadline has a short window and in the future will schedule applications that need to be filled out more promptly. The obstacles that the board faced with this year's annual meeting caused some things to be sidelined.
- Need for filing of 2020 USDA Application for water system funding: Their initial funding application closes at the end of this month. We will ask Wright-Pierce to assist us with this application process as they look to see if we have engineering support.
- Review Status of Wright Pierce agreements: Other than the bridge, we currently don't have any open agreements. For next week's meeting, we'll be getting an update on Phase 2 and what aspects are needing completion for 2020 and whether or not we need to have a general services task agreement with Wright-Pierce for any non-specific engineering tasks. There is a budget line for 2020 for this type of agreement in the amount of \$3K. However, Commissioners Auger and Martin do not wish to enter into any agreement with Wright-Pierce at this time.
- Asset Management Program reimbursement (Covid related) request submission: Per Admin Kardaseski, this has been completed.

- Moderator fee: Payment for Mark Rodier as the assistant Moderator. Chair Taber agreed that both Jon Daley and Mark Rodier are entitled to compensation. Commissioner Auger made the motion to pay Mark Rodier the sum of \$50 for his services. Roll call went as follows: Commissioner Martin responded yes, Commissioner Auger responded yes, Chair Taber responded yes, motion passed.
- Ms. Fitzpatrick of 40 Hummingbird sent a letter to the district regarding the ditch in front of her home, which has filled in during the year and eroded the roadway. The board will review a list (made last year by Admin Kardaseski and Joe Feindel) of the prioritizing of culvert projects for this year and send it to the road agent with a timeline of completion.
- Follow-up on a driveway request from Penny Bell on Chipmunk: Their overall intent is to build on their property. Chair Taber met with them and let them know that the district cannot provide access to our water system due to the source water volume capacity constraints that we have now. They accepted that acknowledgement and will be researching installing a well and to follow all state requirements. Chair Taber made the motion to approve the driveway permit with a clear note stating that water from the district is not a viable option. Roll call went as follows: Commissioner Auger responded yes, Commissioner Martin responded yes and Chair Taber responded yes. Motion passed.
- The Consumer Confidence Report for 2019-2020 was completed /provided by WSO. The State requires this be sent out to the residents by July 1st and the board will review the report for corrections before distribution. Part of this report includes the fluoride level.
- Admin Kardaseski informed the board that DES has advised us we got the Leak Detection Grant again, this year, and is going to try to start in September. However, some, due to Covid may not get it until next Spring. This information will be shared with Aquamen.
- We'll be in the process of reviewing where we'd like to put up additional stop signs in the district. This has been already budgeted and we're looking into installing 5 additional signs and a list will be compiled as to where they should be placed. Commissioner Martin has volunteered to take on this task.
- The board will also be compiling/prioritizing a list (of 5-10 projects) for Aquamen to work on and to see how many they can commit to this year. More discussion will take place in next week's meeting and we will all discuss an emergency action plan for the water system even though the final due date isn't until March 2021.
- Commissioner Martin recommended we tear down the gazebo (it is in severe disrepair) and replace it with a pavilion. The picnic tables could be placed underneath and there'd be no need for umbrellas. The board's concern was if there is a historical aspect belonging to the gazebo. The original plan was to just repair it but it has become too dangerous to do so. The residents will be asked their input in the future, but in the meantime the gazebo must be torn down. Advance notice will be given to the residents so they are aware and need to stay away from that area at that time. Commissioner Martin made the motion to tear down (tentatively 6/19 around 7am) the gazebo (and disconnect the electricity) and look at replacing it in the future. Roll call was as follows: Commissioner Martin responded yes, Commissioner Auger responded yes and Chair Taber responded yes. Motion passed. Money (from Parks & Rec) has already been set aside for any disposal costs that may arise doing this project.

- Beach Testing: June samples were taken today and sent to Eastern Analytical and results should be received next week.
- Adjournment of meeting: Chair Taber made a motion to adjourn the meeting at 8:28pm. Roll call vote was as follows: Commissioner Auger responded yes, Commissioner Martin responded yes, Chair Taber responded yes. Motion passed.

Next week's June 18th meeting will be at the District Office, 147 W. Main Street, Hillsboro, NH.

\*The Agenda is subject to change at the Commissioner's discretion up to and during the meeting\*

Regards,

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Rick Rose, *ELVD Clerk*

**Approved by:**

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Brett Taber, *Commissioner (Chair)*

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Sara Auger, *Commissioner*

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Mark Martin, *Commissioner*

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