



Emerald Lake Village District

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Board Attendees

Sara Auger, *Commissioner (Chair)*
Brett Taber *Commissioner*
Katie Page, *Commissioner*
Rick Rose, *Clerk*
Carolyn Renken, *Treasurer*

Residents

Joseph DeLorenzo, Melissa Taber, Soren Wills, Shelly Sheehan, Al Sheehan, Bill Clement and Austin Brann

Meeting called to order by Commissioner Auger at 6:30pm.

Agenda

ELVD Workshop meeting
Thursday August 12, 2021 @ 6:30 PM

~ Pledge of Allegiance

~ Roll Call & Quorum of Commissioners

~ Public Comment: Resident Melissa Taber wanted to thank the 25-30 residents that came out for the PotLuck last month. Brett and Melissa will be putting on another event on August 28th with a rain date of the 29th. They will need to know how many people will attend and what they plan on bringing.

Melissa also advised that she and other residents have started an event committee (not associated with the board) that currently has 4 members. The other 3 residents are Trish Stefanelli, Diane Cunningham and Julie DeLorenzo. If funds were to be expended for an event, the board will let that be known. Planned for September 11th will be a movie night (at Meetinghouse) and Melissa proposed to the board the use of funds (\$250) from Parks and Recreation for a permanent movie screen. Commissioner Page was thinking of doing the same thing, so she and Melissa will work together. The district already owns a screen that's currently housed at the Patten Hill building. Resident Shelly Sheehan suggested placing some type of sheeting tied to a couple of trees.

Melissa inquired if the district office space could be used for events, such as a game night. The board felt that this would be okay that the committee use the building for such events.

Commissioner Page made a motion to use up to \$250 from Parks and Recreation funds to purchase materials to make a supporting structure for the movie screen that the district owns. All commissioners accepted the motion, motion passed.

Resident Shelly Sheehan suggested, because of all the homes bought and sold in the district recently, that new residents get some kind of packet advising them of all the things they need to know about the district such as the website and FB page as well as rules and regulations. Last year, Melissa Taber actually started this effort but needs to know from the board the names/addresses (which the board is still updating) of the new residents.

Business Agenda:

~ Review Bid/s for year-round maintenance: Commissioner Auger opened the sealed envelope holding the bid/s for this contract. The district received just one bid. There were other contractors interested and they were given the bid specs, but none followed up with an actual bid. The bid received was from Bow Smith from Greenfield, NH. who also bid on the contract last time. Mr. Smith has grown up in a rural area and knows these types of roads. He has all

his own equipment and has years of experience. The bid for full year-round service is \$121,500. Winter months (5 payments) would cost \$12k per month. The remaining months would be \$8785.71 per month. For comparison, Skippy Edwards' contract was \$64,800 per year. Currently, Skippy's son Gary is working with us and we are paying him \$150-\$175 per hour. Gary was asked if he'd like to do year-round maintenance and he declined. Many contractors are hesitant to take on a Winter season. Exact details (like being bonded) will be discussed with Mr. Smith before any final items can be shared with the residents. The bid includes road raking, grading and rolling. Frequency will be discussed with him. Five culvert replacements as well as handling debris from culvert openings. Calcium chloride application is included. Road checks would be done weekly to determine extra need and attention, especially after severe weather. During the Fall, grading and road maintenance, ditch cleaning will occur to allow proper run-off and snow melt. For Winter, plowing of all the roadways during storms. Roads will be sanded (provided by him and normally furnished by the district) and cleared every storm, as required and roads will be checked regularly during the season. None of his duties will be outsourced. He was in the district last week to check out the current conditions of the roads and to see what would need special/immediate attention. He has also advised he will be on call year-round for emergency services and the district would be his #1 priority.

~ **Insurance comment on volunteers & fireworks usage on beaches:** Our insurance carrier, Primex, has suggested that any/most of our work be done by outside contractors and that they take on liability. Volunteers are suggested to be staff/employees as coverage is better. Trained (such as equipment or machinery) residential volunteers would always be more beneficial to the district. Commissioner Taber is comparing our district to others in regards to fireworks usage but the insurance company states that in the district allowing fireworks there's a certain level of liability we take on. The State of NH Department of Safety requires those (residents) who display/discharge fireworks follow laws, such as being insured and possessing permits. Different classes of fireworks require different rules/regulations to be followed. Our insurance company is advising us NOT to allow fireworks on district property due to the burden of liability. If the board decides that fireworks will no longer be allowed, adequate postings would be made to the public and police officials. The board will need to further discuss/research this and will come to a decision later.

~ **Income survey:** This will be a simple one page sheet. The district needs to collect the median household income of our residents. Not knowing this information will severely impact whether or not we're eligible to receive grants (hundreds of thousands of dollars) and/or get loan principal forgiveness. This will help alleviate debt for the district. Commissioner Auger completed the first step, which is the Technical Management and Financial Assessment. She will be completing the resident master list. RCap Solutions will be managing this task for us due to the sensitive nature of the survey. The board will **NOT** have access to any of the responses RCap receives. Informing all the residents is the board's next step. We can inform by email but email responses will not be allowed. Responses can be door to door or by regular mail. At the very minimum, we need a 75% return on the surveys.

~ **Dam and future improvements:** The dam outlet is in need of a repair/upgrade. The removal/replacement of dam boards needs a more modern approach. The recent high rainfall has offered more opportunities to make this task easier. Commissioner Taber has suggested we use a color-coded water level tracker or paint the dam concrete itself in 6" stages. The boards are now at the normal operating level for both the inlet and outlet sections for the lake. Every year the dam boards are evaluated as to whether or not they need to be replaced. Resident Melissa Taber asked whether or not the \$2000 approved at Annual Meeting for the dam has been moved to accommodate any repairs. Commissioner Taber advised that Capital Reserve Fund deposits have not yet been made.

~ **Review residents request for letter regarding water:** Two residents, pursuing getting private wells, are requesting letters stating that we are not allowing water hookups now. We cannot allow any additional water hookups due to the situation the district is in currently with our source water capacity. Commissioner Auger is awaiting a response from the State regarding the small nature of these lots and the setback requirements. Any private well put in would impact the district's water supply and the board needs to protect our water source. For residents that already have private wells there is State funding available to help and can reach out to the State to learn about those loans and/or grants.

Commissioner Auger will be attending a preliminary meeting on August 24th with the Town's water commission regarding possible water connection to the Town. This is not a short term goal, but a long term one. She also inquired with Wright-Pierce about an emergency USDA grant. They advised that we are possibly in line to receive some grant funding, but also stated that the Income Survey would most likely be needed with this, as well.

~ **American Rescue Plan Act of 2021:** Commissioner Page advised that there are no new updates to report. The Town of Hillsboro (getting \$600K) has not scheduled a town meeting at this time. She'd like to move forward to gather some ideas to have them ready for when the meeting does happen. Commissioner Taber has received an estimate (\$50K) from Aquamen regarding the treatment center. The USDA, the State Revolving Fund and the Drinking Water Trust fund are all opportunities we have to obtain funding.

~ **Next steps for Source Water Protection Grant:** Commissioner Page has been in recent contact regarding this and still has yet to receive a date on when parts/materials will be ready. She will also be putting through the order for the signage for the Eastman well.

~ **Next steps for 2021 water main replacement project:** The Drinking Water Revolving Fund loan has been

approved by the Governor's Council. We are continuing with the road surveying and should be completed by this week. This is taking longer than expected due to issues with the use of the GPS system in the area. They have started with the design package and contract specifications that are expected to be available next month. Permitting has been started as well and should be completed when the surveying report is completed, which should be August 20th. Next month, we plan to start the bidding process and complete that task. Excavation is expected to begin in October 2021 with final completion occurring October 2022.

~ **Zone Meter update:** The meter pits are done. Aquamen is hoping to go online with this and start receiving data to start isolating leaks and monitor water flow. The district has now gone from having 5 to 7 zone meters. Next week, Commissioner Auger will update the State regarding the completion of this task. She is hoping to receive another waiver that requires us to get individual house metering as this expense is far too expensive for us to budget, at this time.

~ **Eastman well update:** Aquamen is continuing with the pilot testing to determine the best treatment options. This will continue next week. There were many issues this past week including well #11 going offline and needing to be re-programmed and is now back online. This caused our tank to drop a bit, however the tank has been holding well. There was an issue with the tank level reader, but that has also been resolved. Today the level was at 18.24 ft and has been averaging about 18 ft for the past two weeks and we have had no water deliveries within this timeframe. Commissioner Auger is working on a plan to update the residents when the next water delivery may be and let residents know what the level of the water tank is at that time. Last Summer at this time we were having water delivered twice a week all the way into Fall.

Resident Melissa Taber asked if this well ends up not to be a water source for this district, can parking at the beach be resumed? Commissioner Auger advised that she would think so, but until testing is completed we won't know for sure. Aquamen will be responsible for getting a proven treatment plan to the State.

~ **Discuss building maintenance:** Commissioner Taber advised that they did budget building maintenance this year. The attic at Meetinghouse is in need of adequate insulation to cut down on propane usage. The rough estimate to complete this and at the Patten Hill (for approximately 35 rolls) is under \$1000 at \$25 - \$30 per roll. Maintenance on the heating units also needs to be done before Winter. Resident Bill Clement suggested we use spray foam insulation. It may cost more than roll insulation but will do a better job and is a better rodent deterrent. Future repairs and maintenance to Meetinghouse will be discussed, as well.

~ **Eugene "Skippy" Edwards Memorial sign bridge sign dedication:** Commissioner Page advised that the company producing this sign is still working on the sign and currently on the production line.

~ **Review water service rules and regulations - preamble and section one:** Commissioner Auger advised that these will be reviewed in sections at future meetings. Currently, the preamble and section one will stand as written and no changes will be made to these sections. Rules and regulations and any changes can be viewed on the website.

~ **Approve 7/20 & 7/22 meeting minutes:** Commissioner Taber made a motion to accept the minutes as written. Commissioners Auger, Page and Taber accepted the motion, motion passed.

~ **Lake drawdown:** This is scheduled to begin within the next 30 days. It is scheduled (notifications will be put on the website, kiosks and FB) to begin the weekend after Labor Day and when the rafts will be removed. The lake level will be decreased in increments of 6" over the following 30 days and commence around Columbus Day weekend.

~ **Increase to Bookkeeper pay:** Robert is approaching his 90-day review period. He has performed well for the board/district. Commissioner Auger made a motion to increase his monthly salary by \$50 per month. Commissioners Page, Taber and Auger all accepted the motion, motion passed.

~ **Adjourn meeting and sign necessary bills**

Adjournment of Meeting: Commissioner Auger made a motion to adjourn the meeting. Commissioners Page, Taber and Auger accepted the motion, motion accepted. The meeting was adjourned at 8:27 pm.

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

Rick Rose, *ELVD Clerk*

Approved by:

Sara Auger, *Commissioner (Chair)*

Brett Taber, *Commissioner*

Katie Page, *Commissioner*

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