



Emerald Lake Village District

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Board Attendees

Sara Auger, *Commissioner (Chair)*,
Brett Taber *Commissioner*
Debbie Kardaseski, *Commissioner*
Rick Rose, *Clerk*

Residents

Melissa Taber and Austin Brann

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

ELVD Workshop Meeting Thursday February 17, 2022 @ 6:30 PM

Roll Call & Quorum of Commissioners

Public Comment and Board response:

Resident Austin Brann returned about any update concerning resident Soren Wills and the use of his UTV on district roads. Commissioner Taber met with the Chief of the Hillsboro PD and had a conversation with Fish and Game and both recognize that district roads are public ways and fall under the guidelines of NH State laws and will be enforced in that manner. Fish and Game plans on working on (currently working on a few district complaints) miscellaneous OHRV type of issues within the district in the next couple of weeks. Fish and Game are fully updated on NH State laws and the district's Rules and Regulations. A letter will be sent to F & G and the Hillsboro PD requesting that NH State laws are followed and support the district by enforcing our Rules and Regulations.

Melissa Taber and the Event Committee would like to bring back the Easter Egg Hunt this year and have the event at Meetinghouse and she asked if the board would be okay with posting a flier as the event approaches. The board agreed that this would be okay to have it posted.

Open bids (due 2/16) for Summer Maintenance of beaches and parks:

The board received only two bids even though interest was high. One bid was from Pelkey's Landscape Design out of Stoddard NH for \$8200. He is the sole proprietor (he has own equipment) and employee. The second bid was from Emerald Lake Lawn Service (who we've had for the past 2 years) for \$12,400. Last year his bid was \$10,800. The board is interested in offering Mr Pelkey the contract and will contact him to make sure he understands the district's needs/expectations.

Income Survey Report:

We are currently at a 64.78% rate of return and the current Median Household Income (MHI) is \$55,100. The board will continue its efforts to make its goal (75%) and needs to complete any efforts by next month. The results of this survey are good for three years in aiding the district with potential funds for future projects through grants and loan forgiveness. There is no deadline but we are running out of time in order to complete applications for grants/loans. The full completion of the income survey (75%) can enable the district to potentially receive up to \$500K or more for projects and also means this will keep residents' water rates lower.

It has been mentioned many times before in meetings, in minutes, on FB, on the website that the board DOES NOT see any of the surveys that RCAP Solutions receives. Your name is not asked for on the survey and it is **not** tied to your address. The information is kept with RCAP and all the board receives is the percentage rate of return and what the median household income is based on the responses.

TDS Update - office phone:

Commissioner Taber provided the update that the office phone line is back in service and voicemail is also now working. Calls that were left in the past 2-3 weeks will be answered shortly.

TDS will no longer offer copper line support, which is needed for our well pumps. Installing a phone system at each could cost \$100 per location. Commissioner Taber met with TDS in person and discussed how other communities have dealt with the issue of not having this support. Some have gone to a cellular type of communication. He also met with Antrim's water works company (about the same size as ours) and they are using this system, which acts like a simple scada system and can be used either by desktop/laptop or by mobile and can be programmed to suit the needs of the district. Antrim pays an annual subscription fee of \$2000 and installation was about \$25K. Commissioner Taber got the contact information for the company they used and all other pertinent information and next week he will set up an appointment and have them provide a quote for future reference.

Water Main Replacement Project update:

Wright-Pierce has submitted 100% completion of the design and NHDES approved the project to start the bidding. Wright-Pierce sent the ad with specs to get NHDES' approval and that was obtained. Commissioner Auger got this sent to the NH Municipal Association, put it on our website (also put on Wright-Pierce's website) and will be placed in the Messenger tomorrow.

There's a pre-bid meeting on March 1st and the opening of bids is on March 15th.

We received repayment confirmation from the Drinking Water State Revolving Fund. On February 22nd we will receive a deposit of \$52,695.62 and this gets us caught up on reimbursements.

Eastman well update:

The board will need to decide what to do with this well after all analysis is done as this will affect budget planning and the board is trying to have Aquamen complete any outstanding tasks. Their new operator was expected to start with them this week and train him on the district layout as he will be the point person for the district. This will allow other employees to focus on completing outstanding projects. Commissioner Auger will be meeting with Aquamen next Tuesday or Wednesday and will get an update on the pilot testing and to see if the trailer at Eastman can be moved to allow for tree removal, hopefully by March 1st.

Aquamen now has the transducer hardware for the Hummingbird well installed and is waiting to wire it and start operation. Commissioner Auger updated NHDES last month where we were with the transducers due to our deficiency on these and the outstanding one we have with the water main replacement project.

Annual Meeting preparations:

- ~ The Annual Meeting is scheduled to take place April 23rd.
- ~ On the next two Fridays there'll be an ad in the Messenger for those interested in joining the board in an official capacity. Filing will be from March 9th - March 18th.
- ~ The 60 day window for bond loan hearing/s begins February 21st and this will be advertised once a date is set.
- ~ A petition for Warrant Articles final submission date will be March 22nd with further clarifications needed.
- ~ The last day a budget hearing can be held is March 28th and an ad will be placed 7 days prior to the date selected at a later date.
- ~ In the last week of March/first week of April an ad will be placed for the Supervisors of the Checklist.
- ~ The bond hearing dates will close April 7th.
- ~ Budget and Warrant Articles need to be posted no later than April 7th.
- ~ Annual Reports need to be available by April 15th.
- ~ The date for absentee ballots need to be back to the court by April 18th.

Approve February 3rd and 6th meeting minutes:

Commissioner Auger made a motion to accept both meeting minutes as written, Commissioner Kardaseski seconded. All commissioners approved motion, motion passed. Meeting minutes were signed tonight.

Late agenda items:

The Request for Quote (RFQ) for the Storm Water received 5 responses requesting additional information.

We have been selected for the 2022-2024 Asset Management Grant funding (up to 100K with no match required from us) and we received notification for the Preliminary Engineering Report for the Eastman well and the modifications

needed possibly for Meetinghouse treatment and selected for a grant award up to \$50K (no match required from us) under the 2022 Drinking Water and Groundwater Bureau Strategic Planning grant program. The scope of work for this has to be received by March 31st and Wright-Pierce will be assisting us with those applications.

In the first week of March, Commissioner Kardaseski will contact the tax collector to set the next water warrant date.

Commissioner Taber advised that the auditors asked that the district provide a management response letter/note regarding the audit results and once received that would complete the 2020 audit. An agreement has been completed for the 2021 audit. They could start this audit the last week of February/first week of March. Commissioner Taber made a motion to have our current auditor commence with the 2021 audit. Commissioner Auger seconded the motion, all accepted the motion, motion passed.

The next two budget meetings are scheduled for Tuesday, February 22nd at 5:30pm and February 27th at 9:00am.

The next board meeting is scheduled for Thursday, March 10th at 6:30pm.

Sign any necessary bills

Adjournment of Meeting:

Commissioner Auger made the motion to adjourn the meeting at 8:00pm. Seconded by Commissioner Kardaseski. All commissioners approved motion, motion was passed.

Rick Rose, *ELVD Clerk*

Approved by:

Sara Auger, *Commissioner (Chair)*

Brett Taber, *Commissioner*

Debbie Kardaseski, *Commissioner*

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