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### **Meeting Minutes**

### **Emerald Lake Village District (ELVD) Workshop Meeting**

**Thursday, November 3, 2022**

#### **Board Attendees**

Brett Taber, Commissioner (Chair)

Sarah Murphy, Commissioner

Carolyn Renken, Treasurer

Sara Auger, Clerk

#### **Residents**

Melissa Taber

The meeting was called to order by Commissioner Taber at 6:30pm. Roll call was done to confirm a quorum of Commissioners was present.

It was brought to the board's attention that one of our beloved residents had passed away, Linda Whiting. She was thanked for her years of service and dedication to the district and thoughts of support go out to family and friends.

First item of the agenda was the Audit report letter. The auditors have finished the 2021 audit and an end of report letter will be drafted. Then, the financial report will be issued and the audit will be closed out. There were no concerns by the commissioners on the final draft of the audit.

Commissioner Taber made a motion for Chairman Taber to sign the report letter as drafted and submit it to the auditors. Seconded by Commissioner Murphy, all in favor, motion passed.

Item 2, discussion on Autumn Rd for the water project flushing hydrant change order. The flushing hydrant was to be installed at the top end of Autumn Rd and was not. This was a miscommunication with SUR on the location of the flushing hydrant. Installing a flushing hydrant to flush downhill makes more sense than flushing uphill and having to cause a change of flow of water. Options are to take it out, cap it and install further down the way, secondly leave it or

lastly to install a 2nd one which would be in the spring 2023 time frame due to supply chain issues. Commissioner Murphy doesn't think the district should have to incur a cost for their mistake.

Motion made by Commissioner Taber for Chairman Taber to follow up with Wright Pierce and SUR construction on the installation of the flushing hydrant on Autumn Rd. and give authority to make choice of costs, if any, after a discussion of options has been completed. Seconded by Commissioner Murphy, all in favor, motion passed.

Next, possible dates for the kickoff meeting for the Asset Management meeting with NH DES were discussed, as needed for the grant. Wright Pierce is ready to start efforts on this Asset management project. The board is currently proposing November 16th at 3:45pm or late afternoon on November 17th for the public meeting. The regularly scheduled board meeting on November 17th will also be a Level of workshop meeting and Aquamen is scheduled.

Motion by Commissioner Taber to approve meeting minutes for 10/6, 10/13, 10/20 and 10 /23 as written. Seconded by Commissioner Murphy, all in favor, motion passed.

Any other necessary business:

- Commissioner Murphy brought up an OSHA violation update and no follow up has been heard.
- Commissioner Murphy reached out about the lead service line and they will be in touch directly, nothing ELVD needs to do at the moment.
- Commissioner Murphy thinks we lost the money for the ARPA funding from the town and asked the county what we could do in the future.
- Commissioner Taber mentioned we are in violation for Arsenic values at the Patten Hill location at .74 PPB and a notice is required to be mailed to residents within 30 days.
- Commissioner Taber would like to finish water rules by next meeting and new curb stop rules are being sent to all residents affected, mailing will include an explanation sheet.
- Change orders for flushing hydrants on Skyview and Winter Rd were discussed.
- There was a resident request to lower the resident curb stop. Commissioner Taber will put a request out to Aquamen to see if the valve is good/bad and can replace the curb stop pole; the district has plenty of curb stops in stock to incur no costs on that.
- There have been 2-3 small invoices that have come in for the Stormwater Grant program. A reimbursement will be sent to the state prior to the end of 2022 closing out.
- For budget prep, Commissioner Taber has reached out to water companies for pricing on water repairs such as a tank mixer and other tank repairs identified in the 2021 tank inspection.

CRF (Capital Reserve Fund) Withdrawals & Deposits:

Motion by Commissioner Taber to submit a \$2,500 capital reserve fund withdrawal request for hazardous tree removal costs from Roads and Bridges account #550 and a \$2,000 capital

reserve fund withdrawal request from Water CRF account#913 for tree removal done by Bow at Patten Hill for staging area. Motion to approve CRF withdrawal requests from those accounts. Motion Seconded by Commissioner Murphy, all in favor, motion passed.

Motion by Commissioner Taber to make CRF deposits for balance due from water and general warrant articles YR2022 with a \$25,000 deposit to the Water CRF account #913 and \$20,000 deposit to the Roads & Bridges account #550. Motion to make these deposits. Motion Seconded by Commissioner Murphy, all in favor, motion passed.

A resident email was brought up by Commissioner Taber. Melissa Taber wanted to let everyone know the library box at Meetinghouse beach will be coming down at the end of the month for repairs and will be put back up in the Spring. Also the GoFundMe page she set up for playground funds had raised \$500 and she is proposing to use funds for a tether ball at meetinghouse beach in the grassy area. Commissioner Murphy will reach out to the state to find out shoreland permit requirements for cementing a 1-2sq. Ft. area.

Sand at Meetinghouse beach is still in queue until erosion control can be established. The Stormwater Asset management should give more info and without this piece cannot move forward.

The Shoreland permit for the Bobolink culvert was received and the board will coordinate with SUR to get this completed this season.

There are 12 abatements drafted for dormant curb stop rule.

Commissioner Taber made a motion to issue the 12 abatements for the dormant curb stops as previously agreed on, to the town tax collector. Motion was seconded by Commissioner Murphy, all in favor, motion passed. This drafts were signed by Commissioner Taber and Commissioner Murphy.

Commissioner Taber made a motion to adjourn at 7:15pm. Seconded by Commissioner Murphy, all in favor, motion passed.

Respectfully submitted by: \_\_\_\_\_ Sara Auger, ELVD Clerk

Approved by:

\_\_\_\_\_ Brett Taber, Commissioner (Chair)

\_\_\_\_\_ Debbie Kardaseski, Commissioner

\_\_\_\_\_ Sarah Murphy, Commissioner