



Emerald Lake Village District
Office: 147 West Main Street, Hillsborough, NH 03244
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Emerald Lake Village District (ELVD) **Commissioner Workshop Meeting**

Thursday, October 17, 2024

In attendance:

Sara Auger (Chairman/Commissioner)
Brett Taber (Commissioner)
Michael Carr (Commissioner)

Lorinda Giarrusso (District Clerk)

Other people in attendance:

Melissa Taber

Pledge of Allegiance was said.

Roll call of officials completed. The meeting was called to order at 6:30 pm by Commissioner Auger. We had a quorum.

PUBLIC COMMENTS

Melissa Taber stated we still have openings for the Trunk or Treat. We have nine (9) trunks signed up. If you want to participate, please sign up! The date is October 26th. It starts at 4 pm for set up. We will be having pumpkins to decorate, two (2) pinatas and it should be a fun time. Rain date is Sunday, October 27th.

Melissa also stated that the Bus Drivers would like to be notified if Hemlock shuts down. (Bus #77). Commissioner Auger stated she would do that.

ROAD WORK

Pothole Repair Completion

Commissioner Auger stated that this was supposed to be done last week. She reached out to our Road Contractor, Steven Bouchard on Tuesday to ask for an update and tried again, today. She has not heard back from him thus she is still waiting for an answer. She also needs to discuss the final grading which is TBD. She expects an answer before our next meeting. She will update on our website and Facebook when she has a specific answer.

Final 2024 Road Grading

Commissioner Taber said there is still a high volume of leaves on the road which will then mix with all the grading material. The past two years, we have blown the leaves off the roads before grading, as many as we could, with leaf blowers. We need that communication, from the Road Contractor, to support him and to support us. Commissioner Auger said she agreed. We need to know if he does plan to get the leaves off the road, and if so, would there be an additional cost to do so? If there is going to be a cost, maybe we could send out a communication to the residents to see if they could blow the leaves on their own roads. Commissioner Taber stated that bad weather is coming. We do not want to be caught off guard. Commissioner Auger stated we should push on it for next week.

Commissioner Carr asked if Commissioner Auger if she had an Excel Sheet with resident emails so we can reach out to the residents, all at once. Commissioner Auger said yes. Commissioner Carr stated, "I wanted to see if we could set it up so we can offer one more form of communication to our residents. I could set that up pretty easily. I can do a shared google and the District Staff would be able to access it.

Commissioner Auger stated that Jessica (our Office Clerk) is emailing updated sheets with resident's phone calls, and she is updating phone numbers every time she has communication with a resident and/or receives their information. Also, anytime someone joins our Facebook page, we see their email and Facebook information.

Ditch Line Cleanings:

Commissioner Auger reported that Bow Smith will be out next week. He had gotten tied on up on a project, last week. Bow might be out at the same time as our Road Contractor. She will give them both a heads up. Commissioner Taber stated that depending on the one or two days of grading for the Hemlock/Hummingbird work, he will be doing the other grading work so it should not complicate with his work. The gradings should be about a week's worth of labor and the ditch lines should be a day, day-in-a-half.

Commissioner Auger suggested having them drop off the material at the back of Ravenhead. Bow Smith said he is ok with this.

Commissioner Taber suggested having the material stacked up against the stone barrier, so they would have something to push off of, towards the Rainbow End's side, or Hummingbird Beach, if necessary.

Commissioner Carr asked if SUR would be at Ravenhead next week? Commissioner Taber responded possibly but most likely the first week of November for Rainbow's End and Ravenhead.

Calcium Chloride Disbursement

Commissioner Auger suggested that we hold off this year. Commissioner Taber said that it is his opinion, as well. We should do it after the grading and based on the Springtime quotes. It is not currently in our Budget.

LEAK DETECTION GRANT

Commissioner Auger stated she submitted this, this week, along with supporting documentation including maps, pipe sizing and pipe materials. The State confirmed they received it, and they should be back to us within thirty (30) days with their comments. She will let us know when she hears back.

SOURCE WATER PROTECTION GRANT

Commissioner Auger reported that she reached out to Melissa @ NHDES. Unfortunately, the access ladder we wanted to install would not be an acceptable grant purpose.

Commissioner Taber stated that to qualify for the Grant, it must be directly involved with the wellheads. Even putting a fence around the tank, unless the fence incorporates the wellhead, it would not qualify. Next year, Patten Hill or Hummingbird fencing/wellheads might qualify. We can submit those requirements at that time.

Commissioner Auger stated that for this year, I suggest holding off submitting any other submissions. We are still finishing last years' Grant. We have until 2025 to complete and we have plenty of money for completion. Commissioner Taber stated when the Grant is finished, we can use this as a successful example when we request Grants in the future.

Commissioner Auger stated that as of today, ten (10) people have signed up for the Toilet Flapper Program. She will keep pushing to try and get more residents to sign up for it. The Report Form is due this month. I will send it out this week. This is the first report due after the 1st quarter. I am going to submit for reimbursement for the mailing we had done for the initial communication. Commissioner Taber said he was fine with that.

Commissioner Taber asked Commissioner Auger if she had a Project Book started? She said, yes.

Commissioner Taber stated that Robert will need a Revenue Code for the Source Water Protection Grant which will be used to show federal money coming in. You need to have an expense line and a revenue line. They need to be tracked separately. At the end, you will have a zero net. We need to have the Revenue and Expense Lines developed by the end of the year.

Commissioner Taber stated, as we reach out to Dumais for plumbing on Patten Hill, do we want to have the discussion to get the flappers done while Dumais in the District? We've gotten ten (10) toilet flapper requests. He could also reach out to the Residents that have signed up. Commissioner Auger asked, do we want to move forward with getting the ten (10) flappers approved for purchase and labor costs? The Commissioners all said "yes". Commissioner Auger said she will purchase them.

MOTION MADE by Commissioner Auger to purchase the Toilet Flappers and move forward with the Grant.
MOTION SECONDED by Commissioner Carr. MOTION APPROVED.

Commissioner Taber reminded the Board that the Warrant Article is already approved.

PROJECT UPDATES

Eastman Well

Commissioner Auger stated she is still waiting for an update. Two weeks ago, we ordered parts. I am still waiting for an update to see if those came in, or not. Both Commissioner Auger and Commissioner Taber have reached out to stress how important it is to get this started! Commissioner Taber stated that NHDES has reached out to Wright Pierce and Aquaman looking for a more definitive timeline. The latest feedback was first two weeks of November. They will continue to follow up.

Commissioner Taber stated that the electrical cabinet is being built. Commissioner Carr asked what do they have left to do? Commissioner Taber stated they have to install the electrical control cabinets, install the pump,

finish the start-up of the well and discharge; before they introduce it into the Pilot Testing, they have to have clean, positive tests to the NHDES, for approval, before it can be discharged into the system. Wright Pierce is working on an extension to the discharge permit. Wright Pierce shared with the NHDES that they will have pilot testing parameters to them, next week, as to what we are doing.

Patten Hill Treatment

Commissioner Auger received, today, the Authorization Letter for the work, from the State. The next step is to move forward with signing contracts.

Commissioner Taber stated based on our last meeting, I was authorized to draw up an Agreement Contract once we had gotten permission from the State, which we now have. I can now reach out to the Contractors. For the electrical work, Twin Oaks Electric LLC was approved by NHDES to do the electrical portion up to \$71,950. The HVAC and plumbing upgrades for the Patten Hill building was awarded to Dumais Plumbing and Heating and was approved up to \$11,331.24. I will work on getting them completed and sent out for signatures, following all the guidelines of the State and the funding projects. Additionally, for Patten Hill, there was a lot of discussion with NHDES. Because of all the itemized details that go with the Projects, and sign-off by Engineering based on treatments, permits, diagrams, etc... they suggested, even under a limited scope, to solicit Engineering support (similar to Admin support). I reached out to Wright Pierce and asked them to make a proposal, so I can share it with the Board. Initially, to show base value, hourly rate, and the elements needed to be done for the project. Wright Pierce will reach out to NHDES directly to make sure they address exactly what they need. All cement work is done. Now we need to build the chemical room walls and put on the commercial-grade fire-door. I need approval for up to another \$3,000.00 for the walls and doors to complete the maintenance.

MOTION MADE by Commissioner Taber to authorize an additional \$3,000.00 for the Patten Hill Project.

MOTION SECONDED by Commissioner Auger. **MOTION APPROVED.**

Water Main Replacements

Commissioner Auger stated they are currently working on Gould Pond. Commissioner Taber stated that Bog Road is done with the main line installation between Deerpoint and Greenfield. Greenfield's main line installation is done between Bog and Ellen Brook. They need to make sure they have no leaks, and they are doing a bacteria test. They should have results back tomorrow. Once those passes, they are working on getting everyone off temp water and back to the main line. They started, today, connecting to the original main at the bridge area and proceeded up to the intersection at Ellen Brook. After everything is done, they will then look at the two or three resident connections on that roadway.

Wright Pierce and SUR have reached out seeking to draft up the next Change Order to begin Ravenhead between Rainbow's End and Midnite Walk. I've suggested to them to draft this Order up so we can keep momentum moving forward with this project, while we still have good weather. Then, we will also need to look at the funds' status as we proceed.

Commissioner Auger asked if there would be a water interruption when they change from temp back to connecting the water? Commissioner Taber stated, most of it is just switching valves so I expect it to have a very minimal impact. The biggest impact would be to Seminole the day they connect that to the existing main line. They'd have that dug up and shut off the water, change the valve and then it would be back in service.

Commissioner Carr had a resident from Gould Pond Road reach him, concerned that she might not be able to get out of her driveway while they were doing this work. Will we be able to get a more definitive timeline, in advance of the work being done? Commissioner Taber stated – I am told that the company will do their best to

notify the residents, so they have time to get out and understand the work to be performed. Worst case, let the truck know you need them to move, any they will move. Commissioner Taber asked Commissioner Carr to reach out to the resident with this information.

Commissioner Taber stated that tomorrow, and all next week, they will be on Gould Pond Road digging that up, and laying new lines. If SUR is there, residents please allow for a slow-down in traffic flows and maybe needing to use an alternative way, just while the work is being done.

Melissa Taber asked, why cannot we put out a communication to residents, when work is being done, just so people know. Also, if any residents might have their water turned off, temporarily. Commissioner Taber said he will share more specific information. Commissioner Carr asked, what if a resident does not have email or social media? Commissioner Taber offered, for the balance of the season, to do a door-hanger notice. We will reinstitute this for all the residents that will be affected in those areas.

Commissioner Taber stated that pay requisitions have been submitted by Wright Pierce to approve and sign and submit to the State. The final reimbursement of the 2022 project, the net sum will be \$30,863.66. This closes out that loan and project. Once the States does all the paperwork for closing this out, then we will find out when loan payments will start. The first payment for the 2024 Project, which is the ones we are working on this year, will be roughly \$556,501.50 and that goes up through the end of billing for September, so we are pretty close to all the current work.

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- 516,753.51 SUR Pay
 - \$10,545.99 Retainage Check to Account
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We will not have to pay until we get the revenue from the State.

I am working with Wright Pierce to correct the values on the submission because they were a little less than the above and they missed an invoice. Wright Pierce is finalizing those changes and then we will submit them to the State. That first invoice from SUR is about 30-33% of our projects, so far. It does not include much of Bog Road, Greenfield and Gould Pond. Those will be in the next submission next month.

Commissioner Auger asked, are we going seek reimbursement for the recent leak on a fitting?

Commissioner Taber stated that Aquaman was originally looking for a 30,000+ gallon leak on Huntington Road. While looking, we found a leak, on the line that was replaced last year, on the resident's side (basically the fitting scenario). When we get the invoice for that leak repair, we will work with SUR for reimbursement for that physical excavation and repair. All other leak repair efforts are on our dime because it was not a big leak, and it was not on one of the new lines. Yesterday, Aquaman found a leak on Seminole (60-100 feet off of Greenfield) and made that repair. As of today, we were able to improve 6000-8000/day water loss, and we are back to normal values. (Huntington leak). We are still looking for some others in the Patten Hill zone and Red Fox Crossing zone, keeping an eye on the Hemlock zone where we had a previous repair.

The reimbursement from SUR for some of those repairs will come out of the retainage we are holding, and they have agreed to extend the warranty.

PROJECTS

Commissioner Taber stated that Wright Pierce is near finishing and keeping a push on a timeline. They want to make a bi-weekly call, with us, so they do not lose sight of anything. Commissioner Taber stated he will share with the Board their request. If we have a discussion before the Board meeting, it would not be considered a public meeting. Commissioner Auger stated that Thursdays would work for her. The Commissioners will check with each other and see who can take the call, weekly and go over any questions or concerns that need to be

asked. This would work well and then they can update at the Thursday Board meeting on Thursday night what was said during the call.

LEAD AND COPPER SURVEY

Commissioner Auger stated that our Initial Service-Line Inventory has been submitted.

- 352 Utility Side of Service Line - Unknown
 - 360 Customer Side of Service Line - Unknown
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Commissioner Taber stated that data was submitted for the 20-22 roads, out of the 33 that we have, that we have been working on and should now be known and be listed as non-lead. We will have to make sure any list/date is updated with the most recent information. Up to the residential curb stops is now known. We will need to have a review of where every line comes into the home, directly, as to what that connection is. Nothing else is part of the scope, just the entrance of the water into the home. Residents should be able to see it in their basement. If Residents want to help us do this, it will help us to identify it much quicker and it would go from unknown to known. Please email us and let us know your results. We will put instructions on the website. Automatically, anything installed after 1989, and larger than 2" is definitely not lead.

Commissioner Taber stated that yesterday was the cut-off date. Within the next thirty (30) days, we need to do a mass mailing to anything that is unknown. We will need to get ink and paper to do the printing. We will also need stamps. It must be postmarked by November 15, 2024.

If you do not have a basement, it is wherever the water comes into the home. It could be up on stilts or on the slab. The state has given participants the ability to go on their website and do the upload, directly. Commissioner Taber reminded us that from now on, this will be an EVERY year mailing requirement to meet the EPA's requirement.

Commissioner Auger **MADE A MOTION** to authorize a full mailing for every location in the District, to include stamps, envelopes, ink and paper spending up to \$700.00. **MOTION SECONDED** by Commissioner Carr. **MOTION APPROVED.**

Commissioner Taber stated that the EPA's Lead and Copper Initiative will be over the next 10-15 years to fully identify and replace any lead water pipes/lines. Part of this means we have to do an inspection. If you do not have any other means to identify it, you have to do an excavation to be able to do an inspection of it. In the roadways, this could be the excavation of gates, curb stops and valves. Funds for these replacements will be authorized by the EPA. We need to put together a PLAN and prepare and submit a Warrant Article at next year's Annual Meeting, to see if we can get approved and selected for SRF funds at a low interest rate. Loan forgiveness rates will apply as well. They are also authorizing vacuum excavation. This is using water pressure blasting, with a high-pressure hose with vacuum tubes attached to suck it up and it would not damage anything underneath. The communities can possibly purchase this. If you were to get a vacuum trailer, it could cost \$50-75,000 or a vacu-truck up to \$125,000. It would be up to the District to provide training. We would need to find out what is the limitation to using it, if any? Also, can we still use it afterwards for culvert clean-ups?

Commissioner Taber suggested that when we get close to doing Warrant Articles, if we spread this cost over ten (10) years, it would be considerably less than having to bear the cost in one year. We need to read, further, the complete LCCR Plans and Requirements so we can be fully prepared.

INCOME SURVEY

Commissioner Auger stated she spoke with Eric Toledo from the NHDES. Eric confirmed that the 2022 Survey results would be accepted. Commissioner Taber stated that clarification is necessary for timing purposes and to be sure we match up with future Warrant Articles.

APPROVE 10/3/2024 MEETING MINUTES

Commissioner Auger **MADE A MOTION** to Approve the 10/3/24 Minutes with Amendments. **MOTION SECONDED** by Commissioner Carr. **MOTION APPROVED.**

The Amendments are as follows:

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- Bow Smith's name is spelled with a "w" on the end. It was typed as Bo Smith.
 - Wright Pierce's name is spelled Pierce, not Pearce.
 - The access ladder mentioned was for the outside of the tank, not inside.
 - Checking with NHDES on that could be done not the Sanitary Survey
 - Clean out ditch line work was promised to be done - removed the word promised by Commissioner Auger.
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TI SALES PROPOGATION UPDATE

Commissioner Carr spoke to TI Sales. They took some measurements for sites for propagation. They discussed whether or not two (2) sites would be enough OR just one tall pole. Patten Hill could cover the District. Commissioner Taber stated that another option might be at the top of Megan Lane. The District owns a couple of lots in that area. The height might be higher. I personally want to know all the options available and what the costs might be. There could be concerns about property lines. We would also need to find out what the permitting requirements are of the Town of Hillsboro. Commissioner Auger stated it is unclear where our road ends and Hillsboro's begin. It is not correct on the GSI Map. Commissioner Carr will forward the email he received from TI Sales and continue to work with them.

SANITARY SURVEY

Commissioner Taber stated that he spoke with Randall Suozzo @ NHDES about this survey. Currently, he is soliciting Aquaman to start at 9:30 in the morning on November 3rd or 5th. I expect within the next week to know the date.

OTHER

Commissioner Auger stated that some residents have reached out to her with issues about addresses. Commissioner Taber stated we can speak in generalizations. The District has authority over our Roads, Water Systems and Beaches. Everything else is Town managed.

Commissioner Auger stated, someone might be applying for a driveway permit, but they are not interested in hooking up water. The building is going to be temporary. The Town Building Inspector would deal with that. The District's responsibility would only be for the driveway permit. This person asked if we are developing more roads? - Commissioner Taber stated, "no".

Another resident on the same road, stated that they are staying there, now, in a tent or car with no structure on the lot.

Commissioner Taber stated that if a person is residing or living there, does not have a camping permit, or with bad sanitary conditions, that situation would be handled by the Town Building Inspector/Code Enforcements If they are living on our roadway, then that is where we can enforce; we can tell them they cannot stay there. Individuals involved may incur costs with the Registry of Deed and surveys being done; to get the information they need on property lines.

Commissioner Carr stated he believes this would reference RSA 147. (Potable Water and Sewage Disposal).

Commissioner Auger **MADE A MOTION** to adjourn the meeting at 7:59 pm. **MOTION SECONDED** by Commissioner Taber. **MOTION APPROVED.**

TIME MEETING ADJOURNED: 7:59 PM.

NAME OF PERSON TAKING MINUTES: Lorinda Giarrusso

Sara Auger, Chairman/Commissioner

Date

Brett Taber, Commissioner

Date

Michael Carr, Commissioner

Date

Respectfully submitted by Lorinda Giarrusso, District Clerk.