



Emerald Lake Village District  
Office: 147 West Main Street, Hillsborough, NH 03244  
Tel: 603-464-3128  
Emerald Lake Village District (ELVD) **Commissioner Workshop Meeting**

Thursday, November 21, 2024

In attendance:

Sara Auger (Chairman/Commissioner)  
Brett Taber (Commissioner)  
Michael Carr (Commissioner)  
Lorinda Giarrusso (District Clerk)

Other people in attendance:

None

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**

Commissioner Auger reported that she received a request from a resident on the Right to Know for our Water and Road Guidelines. Further discussion will be held later in this meeting.

**LEAK DETECTION**

Commissioner Taber reported that Granite State Rural Water found a leak, last week, in the 37 Huntington Drive vicinity. They were able to find it using their Acoustic Correlator. The repair was completed.

**ENVIRONMENT REVIEW**

Commissioner Auger received an estimate, from Wright Pierce, for the thirteen (13) remaining roads that have-to-have water main replacements. She stated we are looking at \$13,000 for nine (9) roads and to do all thirteen (13) roads, it would be \$18,000. Commissioner Taber stated that this type of engineering is eligible for SRF Funding. In the event we cannot move forward in three (3) years, a re-evaluation would not cost much at all. Commissioner Carr asked "in the last three (3) years, how many roads were completed? Commissioner Taber responded; twenty-three (23) roads were completed.

Commissioner Taber stated regarding the 2024 Roadway Infrastructure money that is left – we might be able to put this towards fusion systems (now or in the future) if a Contractor might not be able to do it.

Commissioner Auger **MADE A MOTION** to approve \$18,000 for Environment Reviews for all thirteen (13) roadways. Commissioner Carr **SECONDED the MOTION.** **MOTION APPROVED.**

Commissioner Auger stated she will reach out to Wright Pierce. We anticipate that these will be completed in the Spring.

### **CYBERSECURITY**

Commissioner Auger stated that NHDES is offering a Grant Program (thru the Overwatch Foundation) Helping to Improve Water System CyberSecurity in NH, as follows:

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1. Water Cybersecurity
  2. dot.gov (vs gmail, yahoo ... - more recognized and protected)
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The deadline is ongoing. There is no cost to the District.

Commissioner Taber stated he spoke to Wright Pierce, and they thought it would be beneficial as we transition to SCADA guidelines. It would offer us 3 years' support (Grant effort) and then they will inform us what the cost would be thereafter. Grant software for the initial purpose would be at no cost. Commissioner Carr offered to investigate this Cybersecurity initiative and come back to the Board with further details.

Commissioner Auger stated that if we could get this approved before the Annual Meeting, we would have the information needed to prepare the proper Warrant Article. Commissioner Taber stated that we would need to know the details by the end of February to meet our statute guidelines.

### **WATER MAIN INFRASTRUCTURE**

Commissioner Auger stated she had some paperwork for the Commissioners to review and sign regarding the SRF Funds. She asked, have they done the punch list?

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- a. Loaming and seeding to be done in the Spring.
  - b. Commissioner Taber is trying to do inspections with the Rep.
  - c. Commissioner Auger stated they need to check the curb stop on Midnight Walk
  - d. Final billing.
  - e. Told Wright Pearce that the Board will not close our loan/funds, yet.
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Because we completed the 2022 loan, in the amount of \$880,900, that the State disbursed to the District \$177,245 was eligible for loan forgiveness. The loan commences on 9/1/25. Each year, the annual payment will be \$40,629.43. The State asked if we want to leave the payment as-is, or establish a different amount? The Board agreed to leave the payment as-is.

Commissioner Auger **MADE A MOTION** to sign the Agreement with the State showing the completion of the 2022 Water Main Infrastructure and accepting the annual payment of \$40,629.32. **MOTION SECONDED** by Commissioner Carr. **MOTION APPROVED.**

## PROJECT UPDATES

### Eastman Well

Commissioner Taber stated that we are still waiting on the electrical installation timeline and Eversource's timing to put the electric sampling schedule in place. Wright Pierce said previously, they wanted to set up bi-weekly phone calls to discuss plans and progress. That has not happened yet.

### Meeting House

Commissioner Taber reported that our last quarter water sampling report showed elevated arsenic levels again. He spoke with Harold of Aquaman and it is possible that we need to rebed (replace) the arsenic filter vessel which could cost \$30,000. We may also need new sand and a new media (used in lake filtration systems to remove debris, particles and harmful substances from the water). The cost for a media could be \$22,240.00. The Board will need to make a decision, so we have enough lead time for getting a media. Commissioner Auger stated, even if we approved it this year, we cannot do it until 2025. Commissioner Taber stated if we approve, now, we can set funds aside BEFORE 12/15/24 to meet guidelines to close out the books. I believe we will get a Notice of Violation for Arsenic and Fluoride from the State. Commissioner Auger said we will discuss this further, the 1<sup>st</sup> week of December. She will get a written quote from Aquaman.

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### TOILET FLAPPER PROJECT:

Commissioner Auger did put out another notification to the residents. She has not received any feedback yet. She stated that she has responded to every resident she had received an email from answering the questionnaire. She plans to distribute the toilet flappers by the 1<sup>st</sup> week of December.

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### Patten Hill Treatment

Commissioner Taber stated he had the signed Agreement with Twin Oaks Electric, LLC. He expects to have the Agreement signed with Dumais Plumbing, soon. He is waiting for follow-up from Harold @ Aquaman regarding the Arsenic treatment.

Wright Pearce is proposing a two-month RPR coverage (Engineer Support) to a limit of \$36,000. We need to meet timeline guidelines, have satisfactory feedback from NHDES and make sure we are meeting all codes. We should enter into an Agreement with Wright Pierce to keep things going. This is a fast-paced project which ends June of next year. I am expecting the electrical work to start next Monday, and the plumbing will start on the week of December 9<sup>th</sup>. Both Contractors expect completion within 1-2 weeks. I am still waiting for clarification on the Discharge Permit and the backwash flushing hydrants. Wright Pierce can monitor this work when it is completely done.

Commissioner Taber **MADE a MOTION** to enter into an Agreement, up to \$36,000, with Wright Pierce, for additional Engineering required. **MOTION SECONDED** by Commissioner Carr. **MOTION APPROVED.**

### OTHER

Commissioner Auger reported that the lights were out at the mailboxes. Commissioner Taber stated they have been repaired.

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## **CLOSING OUT THE 2024 BUDGET**

Commissioner Auger stated that we are approaching the end of the year, and we still have the Road Agent to pay. Commissioner Taber stated that he anticipates being \$6-10,000 over-budget even though several lines will be under-budget. In the middle of December, we can see if we need to pull any funds from the capital reserve funds and meet with the Trustees, if needed. This is for our General Budget. The Water Budget looks OK but depends on the next sixty (60) days. Currently, I believe it is \$30-60,000 under-budget. Commissioner Taber stated that our next meetings are on December 5<sup>th</sup> & 19<sup>th</sup>, if Robert and Carol could finish the payment run by the 10<sup>th</sup>, we could make decisions. Commissioner Auger said we should pencil-in a meeting on December 12<sup>th</sup> just in case we need to transfer funds. Let's set up a meeting on December 12<sup>th</sup>. We can always cancel, later, if we do not need one.

Commissioner Auger **MADE A MOTION** to have a meeting on **December 12, 2024** @ 5:30 pm, to discuss the 2024 Budget. **MOTION SECONDED** by Commissioner Carr. **MOTION APPROVED.**

## **APPROVE 10/24/2024 and 11/7/2024 MEETING MINUTES**

Minutes for 10/24/24 were approved. Minutes for 11/7/24 were approved with the following amendments:

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1. MOTION made for Granite State was seconded by Commissioner Taber, not Commissioners.
  2. MOTION to ADJOURN was seconded by Commissioner Carr, not Commissioners.
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Commissioner Auger **MADE A MOTION** to Approve the 10/24/24 Minutes as written and the 11/7/24 Minutes with Amendments. **MOTION SECONDED** by Commissioner Carr. **MOTION APPROVED.**

## **OTHER – BEACH PROJECTS**

Commissioner Taber stated that we need to submit a Request from the Capital Reserve to go towards Beach Projects in the amount of \$4,507.53. The Board discussed and agreed.

Commissioner Auger **MADE A MOTION** to submit a request to the Trustees, in the amount of \$4507.53 needed for Beach Projects. **MOTION SECONDED** by Commissioner Carr. **MOTION APPROVED.**

## **BEACH TOYS**

Commissioner Auger collected the beach toys. She left the toys at Meeting Hill in the box and at Emerald Beach (Mailbox Beach) she brought them to Patten Hill for the winter.

## **RESIDENT REQUEST FOR NOTICE OF RIGHT TO KNOW FOR OUR ROADS AND WATER GUIDELINES**

Commissioner Auger stated that she believed the last change for our Water rules was in 2018 and 2023 for the Roads. ALL RULES are listed on our website. A resident has requested to have notice of our most recent Rules.

Commissioner Taber stated that any fines or notifications that are issued by the Board are followed up with our legal counsel. Fines are non-public information and our statute supports that. Once the District takes action, it becomes public information. The REASONS behind it are non-public. If a resident requests this information, the Board meets and puts together the public information within five (5) days. The District is not required to generate a spreadsheet. Commissioner Taber will work with Carolyn and Robert to check on any invoices or

charges that have been made. Names and Addresses are NOT given. Information is not retained if a vehicle is towed. Any incident/notice/fine is done on a case-by-case basis. Any financial reasons received are privileged and the reasons are NOT known to the public. Just the date the levy was done and the amount. Commissioner Auger said she would check her historical records also. Commissioner Carr stated that we should set up something in the future to record this information and have easy access to it.

**PUNCH LIST / TASK LIST**

Commissioner Taber said the Board should create a punch list/task list of what we need to prioritize so we can begin to work on the needs of next year.

Commissioner Auger stated that it was previously brought up to fix the current mailboxes, this year, but we will have to re-visit this next year.

**WATER INFRASTRUCURE 2024/2025 PROJECT**

Commissioner Taber stated that this loan would be due on 9/1/25. He stated we should keep this open until 2026. There is still money on the table, and do we wish to use it or lose it?

**MOTION MADE TO ADOURN MEETING AT 7:32 PM. MOTION SECONDED BY COMMISSIONERS. MOTION APPROVED.**

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TIME MEETING ADJOURNED: 7:32 PM.

NAME OF PERSON TAKING MINUTES: Lorinda Giarrusso

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Sara Auger, Chairman/Commissioner

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Date

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Brett Taber, Commissioner

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Date

\_\_\_\_\_  
Michael Carr, Commissioner

\_\_\_\_\_  
Date

Respectfully submitted by Lorinda Giarrusso, District Clerk.

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Lorinda Giarrusso, District Clerk