



Emerald Lake Village District
Office: 147 West Main Street, Hillsborough, NH 03244
Tel: 603-464-3128
Emerald Lake Village District (ELVD) Commissioners' Monthly Meeting

Thursday, December 18, 2025

In attendance:

Sara Auger (Chairman/Commissioner)
Brett Taber (Commissioner)
Mark Przybyla, (Commissioner)
Lorinda Giarrusso (District Clerk)
Carolyn Renken, Treasurer

Other people in attendance:

Melissa Taber

Pledge of Allegiance was said.

Roll call of officials completed. The meeting was called to order at 6:31 pm by Commissioner Auger. We had a quorum.

Public Comments:

None

HUMMINGBIRD BEACH – Review Bid Specs.

Commissioner Auger reported she had sent over the new, proposed bid specs to the Commissioners for their review. It was agreed, last week, to put this back out to bid and to collect bids over the winter months and have it ready to do in the Spring.

Commissioner Taber reported that just to do the Engineering, the Hydro processor testing and the permitting would be \$40,000.00.

Commissioner Auger stated she listed all the storm water solutions that the NHDES proposes for storm water runoff solutions. Hopefully, we can pick 2 or 3 of those. Commissioner Przybyla stated, we should know the costs for each, per month.

Commissioner Taber asked, “are we looking to modify dates? Commissioner Auger responded, “of course”. She proposed to wait until January to put it in the newspaper. Commissioner Przybyla stated, we have plenty of time, even if we wait until after New Year’s.

Commissioner Taber reminded us that we will be into a new budget year. When we put in the paper, at same time, we should put our need for summer bids and need for Budget Planning and Beach repair/planning. Commissioner Auger stated we will wait and put it in on the 9th of January and close bids on February 13, 2026. The Board agreed. She’ll reach out to Stephen about the Hummingbird repair and let him know he is welcome to re-bid.

MEETINGHOUSE GENERATOR – GENERATOR MAINTENANCE:

Commissioner Taber reported that there are currently issues with Meeting House regarding the RPM Sensor Fault and when Hummingbird’s generator was moved for the well project, they had requested it be set up and tests started in normal automatic rem mode by Aquaman. Apparently, there was a miscommunication. Aquaman texted – it needs to be wired up. Commissioner Taber stated that it’s been wired up since the day it was moved. I have asked Aquaman to try and reset it. If they are still unable to get it started, we will have to ask for support to do so. Where this was part of the Project move, tech cost should go against Project Costs.

Meeting House – normally our maintenance is done in January. We need to reach out to them and ask them to put us on the schedule in the next one or two weeks. This would be a call-out rate. Commissioner Auger reported that it is currently scheduled for January 21st. The Board asked, “can we move it up?” Commissioner Auger stated she will reach out. Commissioner Taber stated, we should definitely ask!

REVIEW 2025 LEAK LOGS & TRUCKING IN OF WATER COSTS:

Commissioner Auger stated that due to leaks for this year, we are probably over on our budget lines. Commissioner Taber said that when he reviewed the budget lines, he had 16 leaks. We need to fully understand the financial portion before looking to move anything on the Budget lines. It now states that just for leaks/repairs, only, it was just under \$16,000.00. We also had under OTHER that the labor was another \$10,000.00 and there will be parts associated with that, as well. Depending on what was captured on the data, some details may be missing.

Commissioner Auger stated we had the following numbers from previous years:

2023 – 15,000.00

2022 - \$56,000.00

2021 - \$27,000.00

In the past, we’ve had 25-30 leaks so there has been some improvement.

Commissioner Auger reported that for 2025, we had \$138,204.25 in trucking in water costs. Commissioner Taber stated that it cost \$108,000.00 for trucking alone. Commissioner Auger reported that in 2020 we had over \$157,000 in trucking costs, which was really higher than in the last ten (10) years prior because of leaks and droughts. This year, costs are up everywhere. Not necessarily because of the amount of time we had to do it.

Commissioner Taber reported that when reviewing the Budget lines for the end-of-the-year, without accruing any other invoices, WATER is just under 50,000.00 over Budget. The GENERAL is \$1500.00 over Budget without any other adjustments. He offered some suggestions.

GENERAL: – when looking at it and talking with Robert, everything listed and looking at Budget lines, now it is \$1,489.35 over Budget. One approach we can use is - when Smith Construction made the changes on the Winter Road culvert – his invoice alone was \$3900.00. So basically, we would indicate that there is that variable, the June storm and all erosion and road work that had to happen; all those variables put us over. If we use that one single invoice as one element to putting us over budget, we can request a capital reserve withdrawal of an estimated \$3,000.00 and that would cover our overage and most likely cover any that are needing approval and still keep us below Budget.

Commissioner Auger asked, “did we receive insurance money for the culvert? Commissioner Taber stated, “yes”. It came in and it is considered unrecognized revenue. There’s a couple of ways we can do it. We now have unanticipated funds – that is additional revenue on top of your planned revenue. Then, you have your Budget and that would end up having a surplus revenue.

The other option we would have is because we are Agents to Expend, pulling a small amount out of the Capital Reserve Fund for Roads and Bridges and then specifically answering that, and then getting into Budget planning, for next year, we’re still going to need to make other changes and improvements, so the money that was brought in under Unanticipated Revenue, we apply that in Warrant Articles towards our Capital Reserves and put that in so our Roads and Bridges could get a big chunk of money in there to make some of these other repairs. This is another approach.

Commissioner Auger asked, “do we need to carry the money over into next year”? Commissioner Taber responded, it is my understanding that “yes” we do but we could reach out to our Auditor, again and see if it could be separate. Even without counting that revenue, with the expenses we had on the roads, were still only \$1500.00 over Budget. We would simply request a Capital Reserve withdrawal. It’s cleaner and that still leaves us just under \$40,000 where we still need capital reserve deposits next year to try to minimize increasing the Budget. Use that fund, or a portion of those funds (ex. \$10,000.00, \$15,000.00 or \$20,000.00) towards each Project that we are trying to do. If we put that money in there so it’s available when we have to expend it for a Project work, of any type, then it’s clean as well and we don’t have to increase the Budget based on normal operating costs. Those are two different approaches “I am inclined to lean towards making a small capital reserve request.

Commissioner Taber stated that the next Trustee's meeting is December 26th @ 1:00 pm and he has a Request drawn up if you agree with that and we can make a Motion, tonight, and I can submit to the Trustees at the December 26th meeting. In the letter, it explains the invoice of the \$3900.00 was a contributor for us going over Budget and we request the sum of \$3,000.00, to cover those costs, and be deposited into ELVD.

Commissioner Taber **MADE A MOTION** to make a withdrawal from the Roads and Bridges Capital Reserve account in the amount of \$3,000.00 to cover over-budget expenses for calendar-year 2025. Commissioner Auger **SECONDED THE MOTION. ALL IN FAVOR.**

Commissioner Auger asked about the equipment that came in. Commissioner Taber stated that the hand-held acoustic detection equipment came in. The hydrant detectors are in, and we are waiting for TI Sales to generate the software so it can be initiated and be installed and activated. I'm hoping it will be by the 1st of the new year. Both of these expenses are being submitted as a **paid disbursement**.

WATER:

Commissioner Taber stated we still have some invoices that are open and we need to understand what amounts we need to approve, which we are still working on. Just with what's posted to QuickBooks, we are \$49,617.53 over Budget. I am working with Wright Pierce on some of the paid disbursement Request for Projects to see if any of our invoices can be applied to Project costs to hopefully reduce that. I've initially identified, roughly, \$6,000.00-7,000.00 that can do that by re-aligning Project expenses and revenues, so they align to the Projects. Some disbursements were submitted under the wrong account numbers. It still leaves us basically \$50,000.00 over Budget.

Options:

Commissioner Taber stated that the Capital Reserve Water Surplus Account has just over \$1,000.00 available if we want to consume that. We just started a Capital Reserve Media account in the amount OF \$10,000.00. We could utilize some of that based on our media replacements, this year. Depending on what the original intent was for the Capital Reserve Account for the Water Infrastructure System, there is about \$290,000.00 of funds in that account. If the intent of that Capital Reserve was to help cover water operating costs leaks, repairs, etc... that may fit that window, then we could take upwards of \$40,000.00-45,000.00 to cover those costs to bring us back to our Budget level. If we don't have the funds to offset that overage, we'll need to discuss, tonight, about filing with the DRA, that we're over Budget and we need to submit that, in writing, to them, this coming week.

Commissioner Taber stated he would look at our historical data, and talk to the DRA, to see what the intent was on the original Warrant Article. I've been working with Jamie Dow at NHDRA. Jamie

Dow stated that if we are going to be over-budget, you must reach out to the DRA before the end of the year. Commissioner Taber said he will reach out to Jamie Dow tomorrow, but he felt that we need to make a Motion, tonight.

Here are some of the options you have. We need to understand the original intent. If it aligns, we should submit a letter to the Trustees for approval of a withdrawal.

Commissioner Przybyla asked, “what is our worst-case scenario”? What if Jamie says no?

Commissioner Taber responded that he is not aware of the ramifications. I need to understand them. At a minimum, if the Water Capital Reserve account does not support that, the Media & Water Surplus would be a portion, upwards of \$11,000.00, that we could reduce the overage by.

Commissioner Przybyla stated that in a worst-case scenario, we could still possibly be over by \$31,000.00. Commissioner Taber.

In the future, Commissioner Taber stated that we can put in a request to move funds at the Annual Meeting. I don’t know, at this time. We also might be able to take out a loan. Commissioner Taber stated that when this happened in 2020, we had enough funds in the bank account to cover the expense.

Commissioner Auger stated that in 2022 we had enough, but our other option was to send out a one-time bill to the Residents. The main reasons for being over budget is trucking costs, leaks, and source water that was down for two-three months.

Commissioner Taber **MADE A MOTION** to seek authorization from NHDRA to utilize funds from our Water Capital Reserve Account to cover over-budget expenses on the Water Account.

Commissioner Auger **SECONDED THE MOTION. ALL IN FAVOR.**

OVERWATCH REIMBURSEMENT:

Commissioner Przybyla stated we had sent out an invoice. Michael Carr originally submitted it. For whatever reason, the check was returned from the Post Office. It was in the amount of \$1400.00. We have been told that they are sending out a replacement check. Commissioner Przybyla stated, “it might be time to get away from mailing in checks through a Post Office and do ACH payments.

PROJECT UPDATES:

Commissioner Auger reported on **Eastman Well** – she stated we received back the bacterial sample. It was below state limits. I have sent out some questions this week.

The chlorine analyzers will be installed in the next couple of weeks. They collaborated on the paperwork with HACH. **PILOT START-UP**. Commissioner Taber stated that the initial part is done. They can't run until the system is fully set up and the chlorine analyzers are operational. Per Chris Berg's response, HACH calibrates to make them operational.

Patten Hill:

Commissioner Auger stated we are waiting for arsenic treatment to go online. Harold will be installing an analyzer and a pump and then can get it online.

Commissioner Taber stated, “let's try to schedule both issues, at both sites, so they can be done together, so we are not incurring two (2) separate costs. It was my understanding that we had all the pumps we needed but apparently, the upgraded system needs a special kind of pump. I have asked for clarity on the Stenner pump, I have asked them to explain how that will be covered financially or will it be a new quote. I am waiting for an answer. We are also waiting for cables (wiring) on 7,8,9 to be installed. Once that is operational, then we can call back the Electrician to disconnect the old electrical house.

Meeting House:

Commissioner Auger reported that the wiring is completed. We are waiting on HACH.

Commissioner Auger asked, “do we have to vote, tonight, to accept the Grant to borrow the loan or is that done at Annual Meeting?” Commissioner Taber stated it will be done at Annual Meeting. The Loan Agreement probably won't be approved until June, July, or August 2026 at Governor's Counsel. By then, it's too late for Hummingbird. This new loan or Grant was replacing money that was swapped off of Meeting House to Hummingbird. This new loan and Grant is to supplement the shortfall for Meeting House. So, by the June timeframe, or Annual Meeting, we'll have on Meeting House, for all the ARPA funds expended and it will be SRF and Trust fund revenues that continue for that Project into 2027. Commissioner Taber reported that Cheryl Bondi is looking for a timeline response so that it will have to be posted at Annual Meeting to take out an additional loan.

Commissioner Auger stated that we can continue with what we have right now.

Hummingbird Water Treatment:

Commissioner Auger stated the building has begun. All studs are up. Roof tresses, were supposed to be installed yesterday or the day before.

Commissioner Taber reported that the building is weather-tight. Commissioner Taber stated that we need to pick a color to be used for painting. The Board reviewed the colors. They decided the first choice would be textured, khaki brown, second choice would be Boothbay blue and 3rd choice

would be Iron gray. We will also request them to send us what is the quickest to get and cheapest. The specs are not in, yet, for the roof. It will be standard metal.

Water Main:

Commissioner Auger reported that the State has requested a Stamped Design of the main work. Commissioner Taber stated that this has been submitted. The Map drawing was submitted by Kai. NHDES gave their approval for them to proceed. Commissioner Taber stated that he had not seen a tie card and the Engineer needs to validate.

Hummingbird Well Project:

Commissioner Taber stated that Wright Pierce had sent us the follow-up Agreement which I had forwarded on to the Commissioners. Any questions or add-ons? The sum of the follow-up Agreement is \$80,000.00.

Commissioner Taber stated that because funds weren't adequate enough to do the entire Agreement, all together, they had to shave off some until we got the funding approved. So, they separated enough to do the first wave and now they're adding the balance on to anticipate the cost through the Project completion.

Commissioner Taber **MADE A MOTION** to approve and enter into an Agreement for the \$80,000 additional funds needed for the Hummingbird Well Project with Wright Pierce. **MOTION SECONDED** by Commissioner Auger. **ALL IN FAVOR.**

OTHER:

Commissioner Taber submitted a pay disbursement for Meeting House #5. It was an invoice pulled off regular expenses. At the time, we applied to the Meeting House Project. We are seeking reimbursement in the amount of \$1440.00. Commissioner Auger needs to sign.

Water Main Replacement (2024):

Commissioner Taber reported that this is SRF's submission requesting \$34,357.22 (Roadway) and along with that a Trust Fund request for the same Project in the amount of \$10,307.16. While I was reviewing invoices that are applied, I had Wright Pierce make needed corrections, and everything aligns now. Commissioner Taber said he has discussed these with Wright Pierce. Commissioner Auger stated she will upload them.

Commissioner Taber stated that the last one to be reviewed and signed tonight, is the ARPA Fund Request #9, Hummingbird Well Project in the amount of \$177,423.62.

Commissioner Taber stated that we have seen all of the invoices for all the filings except Hummingbird. The first invoice came in from Wickson Construction for services through November 2025, so out of Project costs, their first submission is \$103,425.00. Of that amount, the invoice to pay is \$93,082.50. Retainage will be \$10,342.50. The Board needs to decide as we are nearing the closing period but we're not there yet for Roadway Projects. We have a separate bank account to hold retainage. I do not believe there is any cost to opening a new Retainage account. If we can open a separate one for Hummingbird, we can track that and see we have the right amounts.

Commissioner Taber **MADE A MOTION** to open an additional bank account for Retainage (retaining escrow) for the Hummingbird Well Project. Commissioner Przybyla **SECONDED THE MOTION. ALL IN FAVOR.**

APPROVE MEETING MINUTES FOR NOVEMBER 24, 2025, AND DECEMBER 4, 2025:

Commissioner Auger **MADE A MOTION** to approve November 24, 2025, Minutes and December 4, 2025, Minutes as written. **MOTION SECONDED** by Commissioner Przybyla. **ALL IN FAVOR.**

OTHER:

Commissioner Auger stated that the next two meetings would take place on:

1. January 4, 2025 @ 9:00 AM.
2. January 8, 2025 @ 6:30 PM.

Melissa Taber asked, "is SUR going to be held accountable for the defective fittings"?

Commissioner Auger stated that we need to do more research. Aquaman is supposed to send previous emails. We need proof and money. It will be a tough battle without proof.

Commissioner Auger **MADE A MOTION** to adjourn the meeting at 7:31 PM. Commissioner Przybyla **SECONDED THE MOTION. ALL IN FAVOR.**

TIME MEETING ADJOURNED: 7:31 PM.

Sara Auger, Chairman/Commissioner

Date

Brett Taber, Commissioner

Date

Mark Przybyla, Commissioner

Date

Respectfully submitted by Lorinda Giarrusso, District Clerk.

Lorinda Giarrusso, District Clerk

