



## **Emerald Lake Village District**

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### **Board Attendees**

Sara Auger, *Commissioner (Chair)*

Brett Taber *Commissioner*

Rick Rose, *Clerk*

Carolyn Renken, *Treasurer*

### **Residents**

Melissa Taber, David Stefanelli, Tricia Stefanelli, Elena Gaston and Debbie Kardaseski

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

## **ELVD Workshop meeting Thursday December 2, 2021 @ 6:30 PM**

### **Roll Call & Quorum of Commissioners**

#### **Website ideas for improvement with Dave Stefanelli:**

The goal the board and Dave hopes to accomplish is to make the website easier to use, easier to find things and make it look more appealing (like the usage of graphs for projects) for the ELVD. To start, Dave would like to clean-up the homepage so it won't look so busy and start to archive more items once a specific time has passed.

Residents who would like to send community pics to be posted on the website banners can email them directly to Dave at [d.stefanelli@comast.net](mailto:d.stefanelli@comast.net).

Debbie Kardaseski is thinking about bringing back quarterly Newsletters, as well.

#### **Public Comment and Board response:**

Melissa Taber wanted to remind folks that Santa is hoping to receive lots of letters at the Mailbox and that he will be visiting the district on December 12th! Santa will arrive in a truck this year!!

There will be no light contest this year.

#### **Income Survey:**

We have reached a 52.6% completion rate and are still hoping for a 75% completion rate. RCAP has received 209 out of the 397 surveys mailed. Our current median household income (MHI) is \$54,859.

These surveys give the district the opportunity to receive a lot of money through grants and loan forgiveness for projects (current and future) and much needed improvements. A third effort (to include door-to-door) will be forthcoming to help us get to the 75% return we need.

#### **End of year expenses:**

We received the quote for the transducers, which was already budgeted for all 6 active wells for this year.

Commissioner Taber made a motion to allocate funds for the 6 active wells to include materials and labor at the cost of \$33K. Commissioner Auger seconded, both approved, motion passed. Commissioner Auger will let Aquamen know they can obtain the parts needed.

Commissioner Taber made a motion to approve the purchasing of spare parts for water system infrastructure up to \$10K. Commissioner Auger seconded, both approved, motion passed.

Commissioner Taber made a motion to spend up to an additional \$1K for Meetinghouse for improvements.

Commissioner Auger seconded, both approved, motion passed.

**Upcoming grant opportunities:**

Commissioner Taber explained that the State has introduced new Strategic Planning Grants to include between 4-6 different grants that are available to towns and districts. Applications for these need to be completed by January 7, 2022. Some of these are for Asset Management Development (\$100K with no match), Energy Audit (\$20K with no match), Water Audit (\$20K with no match) grant and Strategic Planning (\$50K with no match).

Commissioner Taber made a motion to submit applications for those available grants and work with Wright-Pierce, if needed. Commissioner Auger seconded, both approved, motion passed.

We were previously awarded a Storm Water Grant for \$30K. We will be required to solicit a new Request For Quote (RFQ) to consult for engineering services for this grant work. RCAP Solutions does this service at no cost to the district and Commissioner Taber will be in touch with them to generate this and the application deadline is 3/31/21.

Commissioner Taber made a motion to work with RCAP Solutions for generating a RFQ for the Storm Water Asset Management grant. Commissioner Auger seconded, both approved, motion passed.

**Road Agent Update:**

This week, the road agent coordinated with Aquamen to repair the section of water line on Deerpoint to be able to do culvert work. Commissioner Taber apologized if communication of this was missed. They were finishing up that work along with the sanding/plowing needed after the snowfall.

Deerpoint was scheduled to be opened up by the end of the week and perhaps into next week once the ground has had the chance to set.

Commissioner Taber is working with him to obtain additional culvert material and calcium chloride needed for next year.

**2021 Water Main Replacement Project:**

There's been an updated timeline for the project: 90% of the design that needs to be sent to the State will be completed by December 22nd, 100% completion of the design and for when to put to bid will be completed by January 19th, 2022 and 100% out to bid by February 1st and to award the construction contract by March 1st. Substantial completion of the project is scheduled for December 1, 2022 with final completion January 1, 2023.

Autumn Road surveying still needs to be completed and will be done when they do other GPS locating missing water services, but no timeline has been given.

**Eastman well & water projects:**

All lab samples were sent in and we're still waiting for the final report. Both Commissioner Auger and Wright-Pierce continue to follow-up on the results. Once received, Wright-Pierce can assess treatment options with a preliminary design and the costs associated with those options and Commissioner Taber suggested that the decision may rest on residents at Annual Meeting on how/if to proceed.

To clear an outstanding violation on the zone meters, the State needs to make sure that all zone meters (which detect leaks) are working properly.

**Open Commissioner position, review applicants and interview dates:**

We received one emailed application and one in person, which Commissioner Taber handed in. These were received by Sara Blackman and Debbie Kardaseski. A day/time will be set up by both Commissioners to meet the applicants and they are hoping to select one by the next meeting being held on Wednesday, December 15th.

**Approve 11/18 meeting minutes:**

Commissioner Auger made a motion to accept the 11/18 minutes as written, Commissioner Taber seconded and both approved, motion passed.

**Late agenda items:**

~Resident Elena Gaston is here tonight about installing a well on her property on Deerpoint and obtaining a letter from the board to give to the State, if the board does not provide a hook-up into our water system.

An application was given to Elena to complete and return.

Commissioner Auger shared that the board can make a decision on whether or not to allow water system hook-ups, but currently it is only on a case by case basis after an application (can be found on the website) is filed.

~Clear up a \$90 Aquamen invoice from September regarding a curb stop shut off on 35 Alpine Way.

~Discussion initiated on when to start the budget meetings and the board hopes to have at least 2 of these in December and to finish up in February.

~A letter will be drafted up by Commissioner Taber for reimbursement of funds that we expended to the district from the dam and roads & bridges capital reserves.

~Carolyn and Robert have been working on the Accounts Receivables aging detail. They have cleaned up what they can. There are balances from 2016 and 2017 that total \$652.89. \$650 is from water invoices and the \$2.89 is from general on a shortage from a beach fee.

Commissioner Taber made a motion to void the \$652.89 balance into general entries in the lost account. Commissioner Auger seconded, both approved, motion passed.

~Invoice for John Dahood for August and the property was sold in September and the invoice was not sent in a timely manner. Commissioner Taber made a motion to void the \$90 invoice balance (#2021-5). Commissioner Auger seconded, both approved, motion passed.

~Commissioner Taber made a motion to spend up to \$500 for current office expense needs. Commissioner Auger seconded, both approved, motion passed.

**Sign any necessary bills**

**Adjournment of Meeting:**

Commissioner Auger made a motion to adjourn the meeting at 8:52, Commissioner Taber seconded, both in favor, motion passed.

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Rick Rose, *ELVD Clerk*

**Approved by:**

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Sara Auger, *Commissioner (Chair)*

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Brett Taber, *Commissioner*

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