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Meeting Minutes

Emerald Lake Village District (ELVD) Workshop Meeting

Thursday, December 1, 2022

Board Attendees

Brett Taber, Commissioner (Chair)

Debbie Kardaseski, Commissioner

Sarah Murphy, Commissioner

Sara Auger, Clerk

Residents

Melissa Taber

Other

Bow Smith (Road Agent)

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

First order of business was the water distribution project with an update on the water main replacement project. Friday will be the last day that SUR construction will be completing work on site for this year. A final road grade on Winter and Autumn will be done. Work sights are mostly cleaned up at this point. Wright Pierce representative has a punch list to be addressed in the Spring/Summer timeframe, after mud season expected May/June 2023. Work is not considered at substantial completion and has a one year warranty. Current roads already approved for water main replacement when work resumes are Moccasin and Turtle Bridge, with other possible roads to be evaluated over the winter.

The board received communication from Primex. Periodically an audit is done to validate structures they are insuring. Primex has proposed to meet on December 6th to look at the 3 buildings, doing a visual inspection inside and out. Suggestions for improvement will most likely

be made after the audit. One of our premiums with Primex went down slightly and one up 10%. Payment to go out in December/January timeframe.

The board received two curb stop removal applications relating to the newly adopted dormant curb stop rule. Both, 44 Huntington and 8 Emerald Dr, have paid the fee of \$1,200 and are looking for approval to remove their curb stop. This fee covers the initial estimated cost, if the actual cost is more, the homeowner will be billed. The idea is that the district does not incur any costs for a curb stop removal requested by a homeowner. More details are included in the application.

Motion by Commissioner Taber to approve both removal requests. Seconded by Commissioner Murphy, all in favor, motion passed.

Commissioner Taber will reach out to Aquamen to schedule removal of the curb stops.

Next our road agent, Bow Smith, gave a variety of updates including:

- Guardrail statues - 4 posts installed, one section was hung up to see what the board thinks. It was done level to road vs. to grade of road. The board prefers the grade of road look for the guardrail.
- Grading on Emerald Dr. recently completed with touch up grading throughout the district
- The culvert replacement on Bobolink was installed totaling 50ft of culvert. The old culvert was extracted, new drainage added and headwalls with rocks from the water main project.
- Culvert cleaning continues, there has been heavy leaf fall.
- A problem culvert has been identified on Sunrise Pl. There is a 24" plastic culvert connected to an 8" aluminum culvert. It has clogged twice this month, and twice last winter. A wetland permit would be needed for this replacement. Commissioner Murphy will look into this and can use the Bobolink culvert application as a reference.
- A road check of every road was completed this morning.
- Pricing for 24" and 15" culverts will be obtained by Bow and given to the board.
- Current material on hand is 10 yards of screened loam (at water tank), 10 yards of mixed stone and initial drop of winter sand. More materials recommended for washouts and repairs over the winter. The commissioners agreed it would be helpful to have 2 more loads of gravel, 30 yards total.
- Two piles of sample material were used on Hummingbird.
- Mention of no ditch lines on Deerpoint and Ellen Brook after final SUR road grading.
- More ditching efforts will continue in the spring.
- A believed to be new culvert found coming out of Skyview. With a grate sitting on concrete structure, not attached.
- Drainage issues include Dawn st, Hemlock and Meetinghouse Beach. Another problem area is Red Fox Crossing, coming from Gould Pond rd.

Next, future meeting dates were discussed. Current future meeting dates are:

December 11, 2023 (Budget Prep meeting) 9am-noon
December 15, 2023 (Board meeting) 6:30pm
December 18, 2023 (Budget Prep meeting) 9am-noon
January 8, 2023 (Budget Prep meeting) 9am-noon
January 12, 2023 (Board meeting) 6:30pm
January 15, 2023 (Budget Prep meeting) 9am-noon
January 26, 2023 (Board meeting) 6:30pm
January 29, 2023 (Budget Prep meeting) 9am-noon
February 9, 2023 (Board meeting) 6:30pm
February 23, 2023 (Board meeting) 6:30pm
March 9, 2023 (Board meeting) 6:30pm
March 23, 2023 (Board meeting) 6:30pm
April 6, 2023 (Board meeting) 6:30pm
April 20, 2023 (Board meeting) 6:30pm
April 22, 2023 Annual Meeting (proposed date)

Commissioner Taber will reach out to Tricia Stefanelli, District Moderator and the District Lawyer to see if the date of 4/22/23 for the Annual meeting will work for them.

Current year to date print outs have been reviewed for final adjustments to be made for the closing of the books in December/January. The goal of 2023 was to start with Water & General budgets separated into two, separate, accounts on Quickbooks. Items to follow up on include: Postage and NHMA membership lines, end of year tax form expenses, rent lines for both Water & general budget (not matching), pay Granite State payment this month prior to price increase in January, CRF adjustments, well maintenance - \$15,000 with a \$10,000 budget line, the full cost of the well pump replacement replacement to be reimbursed by CRF, CRF deposits need to be completed by Dec. 15, request funds for the Hummingbird culvert - \$11,000-\$12,000 to be reimbursed, zone meter line shows \$0 (funds could be encumbered). Commissioner Kardaseski will follow up with DRA on what to do if over on the water budget. Some initial thoughts from Commissioner Taber included adjusted billing for 2023 or looking into excess funds.

The district has seen 30,000-40,000 gallons of water loss a week. The biggest loss areas have been identified as the Patten Hill zone (Patten Hill Rd, Huntington Rd, Melody and Bog Rd) and Emerald Dr. Zone (Emerald Dr from outlet of Dam to Midnight walk, this includes 4-5 roads. There could be a leak on a main line or a residence line, please be on the lookout. A leak typically takes until it reaches 3-4 gpm before it surfaces. Aquamen has done leak testing recently and not found anything major. A current Asset Management project, obtained through a grant, will provide options for source water protection.

As long as no major work is done to install a Tetherball, proposed by Melissa Taber to be paid for with funds raised on her own/donations, it shouldn't be an issue to do without a shoreline permit, after a conversation with the state and Commissioner Murphy. Commissioner Murphy

and Commissioner Kardaseski agree that our insurance company should be told about this, Commissioner Taber will ask.

Year to date the district has been reimbursed a total of \$6,000 for the Stormwater Asset management project (obtained through a grant).

Commissioner Kardaseski made a motion to adjourn at 8:35pm. 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