



Emerald Lake Village District (ELVD)

Office: 147 West Main Street, Hillsborough, NH 03244

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Meeting Minutes

Commissioner Meeting

Thursday, November 2, 2023 @ 6:31 PM

Location: Main office

Board Attendees

Sara Auger, Commissioner (Chair) - SA

Brett Taber, Commissioner - BT

Michael Carr, Commissioner - MC

Carolyn Renken, Treasurer

Public Attendees

Melissa Taber - MT

Stephen Bouchard - SB

Board of Commissioners Business

- Public Comment
 - Melissa Taber (MT) stated that there may be a leak in the area of Gould Pond Rd and Winter Rd
 - Sara Auger (SA) stated that this area is on the radar for observation currently
- Winter Road Maintenance
 - SA stated that the winter road maintenance contract with Bouchard Excavation LLC has been signed with previously discussed amendments
 - Brett Taber (BT) noted that winter road maintenance with Gary Edwards should be completed this week
 - Roads are currently 80-90% complete
 - Stephen Bouchard (SB) was able to meet with our previous Road Agent, Bow Smith, during the past week

- SB still needs to see the Mary Rowe Dr Well Site
 - Bow is set to remove the remainder of his equipment/materials this week
 - BT has been speaking with “Skippy” Edward’s family regarding the ongoing use of the Gould Pond Rd lot
 - An alternative site to this lot would be at the Patten Hill Well Site
 - The possibility of using the Gould Pond Rd lot with a rental fee was discussed with the owners
 - Additionally, BT asked the property owners to keep the Emerald Lake Village District (ELVD) in mind, should the property go up for sale
 - SB reviewed plans and equipment for plowing
 - Plowing to begin by 1:00 AM following overnight snow
 - 5 trucks will be on site
- Hummingbird Well Improvements Design Review
 - Wright Pierce issued a draft agreement for the improvement project
 - SA noted that the Meetinghouse Project is on hold pending work on the Eastman Well Project
 - BT noted that Aquamen has verified parts from the Eastman Well test can be used in the actual treatment system [a cost saving measure]
 - Preliminary work will take approximately 6 months
 - A pilot test for this project likely will not be needed due to the use of a standard and well known arsenic treatment process
 - MOTION by SA to sign Hummingbird WTP (project number T17368)
 - Second by MC - Unanimous Approval
- CWSW Asset Management Project Update
 - Gale Associates, Wright Pierce, and NH Statewide Asset Data Exchange System (SADES) are meeting to solve issues regarding ELVD Geographic Information System (GIS)
 - Their next meeting will be 11/14/23 to discuss asset management
 - BT is trying to access the ELVD ARC GIS system, however the information is not populating
- Eastmen Well Updates
 - Wright Pierce will be meeting with Randy, NH Department of Environmental Services (NH DES), on Monday 11/6/23 to review the pilot protocol
 - BT will determine if the Board of Commissioners can join this call
- Other Project Updates
 - Meter pit risers should be finished and ready to be installed by the end of the month
 - The fabrication of these parts was delayed unexpectedly to SUR
 - BT asked SUR for insulation pads to be installed to protect the meter pits in the interim
 - SA will be submitting the Source Water Protection Grant Application (through RCAP Solutions) to the State
 - The proposed project is a Toilet Flapper Program

- The application includes cost for all flappers, a plumber for installation, and office supplies (paper, envelopes) for mailing
 - BT stated that the MS 434 form (taxable assessment) was submitted and accepted with the State of NH
 - SA would like to begin considering what can be done regarding beach erosion prior to the spring
 - Limited to 5 cubic yards of sand brought in every 6 years per beach by NH DES
 - An alternative to the above limitation would be considering a Wetland/Shoreland Construction Permit - to allow more sand to be brought in
 - Additional factors may include:
 - Availability of grants
 - Applicability of Capital Reserve
 - Necessity of a Warrant Article
 - SA noted that RCAP solutions may be of assistance in researching funding
 - Melissa Taber questioned if the roads that still need to be grading will also require leaf blowing
 - It was noted that Pine Glen and Hummingbird still need to be graded, and may need leaf blowing
- Set Budget Prep Meeting Dates
 - Last year budget planning began in November, but in any case, should start by December this year
 - BT requested that the planning meetings begin with working on Year To Date funds
 - This will help with planning for an spending to be done in December
 - A full up to date analysis will be needed from Robert after the next payroll
 - One of the desktop computers is still not functioning
 - MC will reach out to Best Buy regarding the repair of the computer (under warranty)
 - BT to research the current warranty of the computer
 - One to two extra meetings per month will likely be scheduled for budget planning purposes
 - As our current Clerk has stepped down, applications for the Clerk position will be open until 11/16/23
 - The position has been/will be posted on the ELVD website and facebook pages
 - SA will make a posting on the ELVD kiosks
- Approve October 19th and October 26th, 2023 Meeting Minutes
 - An amendment was suggested for the 10/26/26 meeting minutes to correct Marc Croatti's name

- MOTION by SA to accept both meeting minutes with the suggested amendment
 - Seconded by MC - unanimous approval
- Last Minute Topics
 - SA will mail a water violation notice to a resident, as previously reviewed by all commissioners
- Adjourn Meeting
 - MOTION by SA to adjourn to meeting at 7:29 PM
 - Seconded by MC - unanimous approval