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Meeting Minutes

Emerald Lake Village District (ELVD) Level of Service **Workshop Meeting**

Monday, February 13, 2023

Board Attendees

Brett Taber, Commissioner (Chair)

Debbie Kardaseski, Commissioner

Sarah Murphy, Commissioner

Sara Auger, Clerk

Residents - None

Other

Ian Bently (Wright-Pierce), Scott Bouizcier (Gale Associates), Luis Adorno (NH DES), Mat Diterling (NH DES), Eliza Styczynski (NH DES), Collin Stuart (Wright-Pierce)

The meeting was called to order by Commissioner Taber at 6:00 pm on February 13, 2023. Followed by the Pledge of Allegiance and roll call to confirm a quorum of Commissioners.

Wright-Pierce, handling the Water Asset management handed out copies of a Level of service (LOS) FAQ and the districts prior LOS. Gale Associates, handling the Stormwater Asset management handed out a sample LOS goals sheet.

The meeting was then kicked off with Collin Stuart from Wright-Pierce. This is an open forum workshop to go over current goals. The FAQ sheet breaks down the concept and the concept is to prioritize projects and set goals. A LOS is a good year to year indicator on how we are doing. Scott B., Gale Associates also discussed the Stormwater asset management starting points.

Discussions:

- Break LOS into categories
- Internal vs. external LOS
- Exercising valves yearly (this is being done to a satisfactory amount per year)
- LOS should be speaking to the customers, with standards in mind that consumers would care about and the steps the district will need to take to get there

- Tying in stormwater and water asset management projects
- LOS is a mission and vision for our community
- LOS should answer, How am I performing and What can we improve on?
- LOS creates a culture of evaluation, promoting being proactive and not reactive and should be community specific
- The district has developed a plan for arsenic treatment due to the change in reportable level.
- A recent water audit revealed 26% unmonitored water.
- Break response repairs have been good, we have seen less water loss since last winter and system pressure remains good unless the tank gets down to 10 feet then it would not in certain areas.
- After LOS is completed, education and outreach to residents
- % vs. \$ amounts in the LOS
- Keep LOS goals in spreadsheet to check in every so often
- 3 Additional zone meters were added in 2022, with more being added this year (DES, any potential to create more zones?). A zone on every road would be too much.
- Thresholds have been overviewed this year for a baseline for leak detection
- Water operator expectations and their role in the LOS
- Testing & calibration of meters
- 34 residential meters will be installed as part of final funding for water main project, this will give baseline data. Metering questions include: who will read, how much info does the district want to include on readings, and how often will they be read.
- There is currently no assistance or grants purely for metering, would have to be worked into a water upgrade project for this. DES will reach out if any programs come up.
- Inspection plan on new hydrants (annually as a possibility)
- Flushing of water lines, DES supports not flushing if the district is hurting for water.
- Use flushing hydrants as a point of collecting data, pressure
- If water quality becomes an issue, we would need to flush. However, right now, an annual flushing plan doesn't make sense.
- Develop a spring and fall checklist for water operators, including reports
- Set a # for culvert inspections year to year.
- Stormwater asset management will include ongoing mapping and data collection.
- Work in repairs of culverts into operating budget.
- Ditch Lines throughout the district have improved immensely in the last 1-2 years, developing a yearly ditch line goal, measured in linear footage. Could be 500ft one year, 1000ft next.
- A typical Capital Improvement Plan (CIP) is not looking 1 year out, it's the next 10-20 years. Identifying what we have and putting a cost to year 1, 2, 3 etc.
- Right of way, easements and education on septic information and upkeep of. A future goal of further investigating septic. Could start with a rule for new homes to meet, could put something in by-laws.
- Using same format for both Water and Stormwater Asset management LOS
- The LOS workshop is a starting point.

Representatives from DES gave the board credit for all the work the district has done and to keep up the great work. They appreciate seeing all the hard work in recent years, from where we have been to now heading in the right direction.

In other business, the 3/9 meeting will be moved to 3/10.

The proposal #TI-6878 was then discussed, for the strategic planning (this impacts Eastman Well, Meeting House treatment and more), to develop a full cost approach to use Eastman Well. Need this completed as soon as possible. Need to know to finalize Hummingbird treatment and other projects.

A motion was made by Commissioner Kardaseski for the Chairman to sign the Wright Pierce request #TI-6979 for a total fee of \$50,000 to come from the strategic planning grant. Seconded by Commissioner Murphy, all in favor, motion passed.

There is a June 1 deadline to apply for funding, this is a pre-application and acts as a placeholder (not committing at this point).

A motion to adjourn was made by Commissioner Taber at 8:00pm, seconded by Commissioner Kardaseski, all in favor, motion passed.

Respectfully submitted by: _____ Sara Auger, ELVD Clerk

Approved by:

_____ Brett Taber, Commissioner (Chair)

_____ Debbie Kardaseski, Commissioner

_____ Sarah Murphy, Commissioner