



**Emerald Lake Village District (ELVD)**

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**Meeting Minutes**

**Commissioner Workshop Meeting**

**Thursday, November 16, 2023 @ 6:30 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

**Board of Commissioners Business**

- Public Comment
  - No public comments made at this time
- Discuss Open Position
  - There have been no application received for the open Clerk position
  - A new ad will be posted to accept applications up until the next meeting (12/7/23)
- Review Sand Storage Location
  - The Edward's Family lot on Gould Pond will be available for the district to rent at a cost of \$500 per month
  - Commissioner Sara Auger (SA) stated that Bouchard Excavation will be hauling in sand tomorrow for their winter road work
    - Bouchard has indicated that Patten Hill is not an ideal location for storing sand ask the area will need to be worked on before it can be properly used
    - For this reason, and with the current time of year, SA would lean toward renting the Edward's lot
    - Commissioners Brett Taber (BT) and Michael Carr (MC) both agree
  - SA makes a motion to enter into a rental contract with the Edward's family to rent the lot for the winter season
    - MC seconds the motions - All in favor - Motion passes

- BT will reach out to Gary Edwards regarding the rental contract
  - MC questioned if the contract is something to be reviewed by the district lawyer
  - BT stated that the districts insurance company reviews lease agreements at no cost
- Meter Pit Insulation Pads
  - BT stated that SUR came last friday and installed insulation pads at all 12 district meter pits
    - SUR also took additional measurements of the pit locations to add to our specifications for any work to be done on the pits
- Eastman Well Updates
  - SA stated that Wright Pierce met with the State of NH DHHS over the phone regarding pilot testing
  - The state has given Aquamen permission to move forward with the pilot testing
    - The state will provide a list of all samples and results that will be needed from the tests
    - Approval to use the well will be based off of these test results
  - BT stated that for Aquamen to proceed, we will need to decide whether to move forward with using 1 or 2 carbon filters during the pilot
    - BT also mentioned that Aquamen sent an additional quote for work on the pilot project, however, this quote may not factor in plumbing that is already present at the well
    - A discussion with Wright Pierce and Aquamen will need to occur to determine if this additional estimate is necessary
  - SA makes a motion to allow Aquamen to move forward with pilot testing using two carbon filters and carry out the work as indicated in Aquamen estimate 196-2 (if needed)
    - MC seconds the motion - All in favor - Motion passes
  - BT will reach out to Aquamen and Wright Pierce tomorrow regarding the pilot testing, and again next week (if necessary)
- Other Project Updates
  - BT stated that work on infrastructure is closing up for this year
    - Wright Pierce is finalizing accounts and invoices
  - Source Water Asset Management is going well
    - BT spoke with Gale Associates and now has access to the districts GIS system with all the necessary information populated
      - Some assets on the GIS system are owned by the town
      - BT will inform Gale which assets these are
    - Asset Management financial numbers will be finalized in December
      - The agreement with Gale is set to be completed by 7/1/24
        - The state would like work to be completed by 6/1/24 to allow for a time buffer
  - Wright Pierce is working on the Drinking Water Asset Management
    - SA will get Wright Pierce the updated leak logs
    - BT stated that he needs to follow up with Wright Pierce on the Patten Hill project
      - It is currently unknown what (if anything) the State of NH will accept for "in-kind" work on this project
      - BT requested a quote from the districts plumber on moving the heater at Patten Hill (which was determined necessary by Wright Pierce)

- Wright Pierce will be determining if cost for the installation of arsenic treatment at the wells will need to be put to bid
    - BT sought to clarify that the Board of Commissioners (BOC) is in agreement regarding the proposal at Patten Hill
      - His understanding is the BOC would prioritize installation of new arsenic treatment system over moving of the electrical systems into a new location (from the currently deteriorating shed)
      - MC agrees that this was the result of prior discussion on the topic
  - NH DHHS is looking for information on lead and copper piping in the district
    - MC looked to clarify what information they are looking for
    - BT stated that they are looking for an inventory of what pipes in the districts water treatment and distribution systems are made of lead and/or copper
  - SA went on a ride along with a Kamstrup water meter representative and Wright Pierce to demo their meter system and data collection
    - During the demo, a tablet was used to check 8 meters in a neighborhood in Ashland, NH
    - The system that was demonstrated was a Kamstrup “AMR” system. This system requires someone to drive by the meters to collect data wirelessly, as opposed to the “AMI” system which would constantly send data over a network
    - SA stated that the system appeared user friendly
    - BT questioned what system was used for billing
    - MC stated that, if he recalls correctly, the meters do not have a billing system that they use. Rather, the data is collected and imported into a billing system of our choice
    - BT believes we should talk to other NH towns with Kamstrup meters regarding opportunity and other costs when using this meter system
    - BT also stated that the AMI system would automatically notify the district if there was a leak detected, whereas the AMR system would detect leaks but would not notify us until someone went to read the meter
    - BT stated that it would be good to get additional quotes from Kamstrup competitors prior to making any future purchase
  - SA stated that the tank has been holding around 17-18 ft since early October
    - BT commented that there have been less leaks
  - SA would like to thank all residents that have reached out early for seasonal water shut-offs
  - MC spoke with Best Buy in Manchester to confirm that they will take/repair the non-functioning office computer purchased late last year
    - MC will be bringing the non-functioning computer in for service and will bring it back to the district once the repairs are completed
    - BT will provide MC with all the purchase and warranty paperwork
- Set Budget Prep Meeting Dates
  - Currently the upcoming meetings are 12/7/23 and 12/21/23
  - SA suggests adding a 12/14/23 meeting to the calendar, with the potential to add more meetings later
  - All commissioners agreed to the additional meeting date
- Review of Basketball Hoop Donation
  - A resident recently offered to donate a backboard and hoop to the district
  - MC and BT voiced concerns over receiving a portable basketball hoop/net system, however, if the donation is simple a spare backboard and spare

- hoop/nett then it would be great to have these items in the district when needed
  - SA makes a motion to accept the backboard and hoop from the resident, Mark Martin
    - BT Seconds the motions - All in favor - Motion passes
  - SA will reach out to the resident to accept the items
- Approve November 2, 2023 Meeting Minutes
  - No amendments were recommended for the meeting minutes
  - SA makes a motion to approve the meeting minutes for 11/2/23
    - MC Seconds the motion - All in favor - Motion passes
- Financial Reports
  - With the trustees meeting approaching, we need to decide tonight if any withdrawals will need to be made from capital reserves
  - BT reviewed the general budget reports for year to date funds
    - Winter work, road maintenance, and flood maintenance has put us over budget
  - Budget lines that are over budget include subcategories of road repair, Henniker stone and gravel, and contract maintenance
    - Road repair is \$26k over budget
    - Henniker Stone and Gravel is \$9k over budget
    - Contract Maintenance is \$20k over budget
    - These items total approximately \$55k to be offset from capital reserves, if able
  - Melissa Taber questioned how much money is currently in capital reserves
    - Carolyn Renken, Treasurer, stated that she believes there was \$116k in capital reserves as of December 2022
  - BT makes a motion to withdraw \$55,000 from capital reserves
    - SA seconds the motion - All in favor - Motion passes
  - BT will draft a letter to request funds from Trustees
  - Melissa Taber questions whether or not capital reserve funds can be used to repair the beaches
    - SA stated that there is currently no account with funding set aside for that purpose, so we would not be able to
    - BT agrees with SA, though some fund may be able to be used depending on exactly what the funding is used for
    - In order to establish capital reserve funding for beach maintenance or to set up a budget line for such work, a warrant article would need to be put forward at the annual meeting
- ELVD Main Street Office
  - The main street office property was sold to a new owner recently
  - We recently received a letter stating that we had 14 days to choose to re-enter a 3 year lease
    - The lease would be exactly the same as the one we recently approved this year
  - BT makes a motion to enter into the lease agreement with the new owners
    - MC seconds the motion - All in favor - Motion passes
  - Melissa Taber questions if the cost is the same for this lease as the previous one
    - BT confirms that the cost is the same
  - Carolyn Renken states that she sent out the lease costs for October and November to the new company
    - BT questioned if the October payment should have been given to the old company, rather than the new

- Other
  - Melissa Taber questioned if the board and meeting minutes can be clear on who among the board is calling an entity when the board states “we will call” someone
    - BT thanks Melissa Taber for bringing this concern to the board
- Adjourn Meeting
  - SA makes a motion to adjourn the meeting at 7:40PM
    - MC seconds the motion - All in favor - Motion passes

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Sara Auger, Commissioner, Chair

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Date

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Brett Taber, Commissioner

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Date

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Michael Carr, Commissioner

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Date

Respectfully submitted by Michael Carr, Commissioner