



**Emerald Lake Village District (ELVD)**

Office: 147 West Main Street, Hillsborough, NH 03244

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**Meeting Minutes**

**Commissioner Workshop Meeting**

**Thursday, December 21, 2023 @ 6:34 PM**

**Location: Main office**

**Board Attendees**

Sara Auger, Commissioner (Chair)

Brett Taber, Commissioner

Michael Carr, Commissioner

**Public Attendees**

None

**Board of Commissioners Business**

- Review Open Position - District Clerk
  - Sara Auger (S): I have not heard from any interested parties
  - Brett Taber (B): I have not heard of any interest
  - S: I will do a new/different communication
  - Michael Carr (M): So we definitely need a clerk for the annual meeting?
  - B: The clerk has statutory requirements. Must set up elections, sign off on warrant articles.
  - S: We should really find someone by next month.
  - B: If we don't have one in January we have to set a deadline for finding someone.
  - S: Should we invite the moderator to a meeting?
  - B: We should invite him to one in January to set a consensus to set up an annual meeting date.
  - S: That would help with the clerk deadline
  - B: Once we selected meeting dates for January, I can offer that to him

- Project Updates
  - EASTMAN WELL
    - S: Eastman well components should all be delivered today and sent to Meetinghouse. We are still waiting on AIS components for outside work. Materials will be put together on site
    - B: AIS is American Iron and Steel requirements. Also due to delay in determining if we had a spare flushing hydrant, scheduling was set back previously. I would estimate 2-3 weeks to complete set-up. Safe guess would be a month, but that is based on my personal assumptions. I did some cleaning on site to give them a jump start on the work.
  - WATER ASSET MANAGEMENT
    - S: We need to get meter options and costs from Kamstrup to put together a proposal.
    - B: Prior to Kamstrup's presentation Wright Pierce was going to do financial modeling without the data. We were mostly without any real data at that time for size of families, so how would we have a comfort zone on understanding how to move forward on assumptions without any real volume use. Depending on what funds are available and from where may determine how many to buy to get data. Also, depending on whether we use our funds or grant funds may determine if we need competitor pricing. The more data points we know will help direct discussion on future residential metering. This ranges from all residential meters at the connection outside of homes, or potentially inside homes; then there could potentially be a fee for leaks that occur between the tie in and the home.
    - S: We then would need to reach out to Kamstrup for pricing
    - B: Kamstrup provided us with cost estimates at their presentation. Shortly after they offered the ride along to test the system.
    - B: As far as drinking water asset management, Wright Pierce got back to me with disbursement submission paperwork so I will get that reviewed and signed and out to the state tomorrow. Hopefully they will be able to get that to us this month.
  - WATER MAIN PROJECT
    - S: 12 meter pits extensions were installed. Loam and seeding will occur in the spring. Was change order 11 amended?
    - B: That was amended, signed and sent in. Collin [Wright Pierce] was in agreement regarding the cost of loaming and seeding, that we could do better. Wright Pierce is seeking \$13,851.56 from SUR , November-December invoice is \$13,814. Total invoice would be just over 21k. Treasurer will transfer money so that we can pay SUR. \$313,851.56 total payment to SUR.
    - M: So these are funds for jobs that were previously budgeted and completed?
    - B: 10% of each invoice was placed into retainage. They are looking for that 10% now that the project is completed.
    - Brett Taber makes a motion to approve paying SUR invoice in total

amount if \$313,851.56

- Sara Auger seconds the motion - All are in favor - Motion passes

○ PATTEN HILL ARSENIC

- S: The last we had seen was the recommended designs for the treatment.
- B: I haven't seen anything from the state on the design.
- S: I had thought that the state came back with questions, but nothing has happened since then.
- B: We will need to determine what is going on there in order to move forward. I believe the state was still investigating what would be acceptable as far as work in kind, but I haven't seen any results on that myself.
- S: Has Aquamen seen the submitted plans?
- B: Aquamen was on the original email and provided input on treatment design. I haven't received a quote back on heating system movement. We will see where we are at once we receive the state feedback on treatment and work in kind. I believe a lot of this could be completed within the next 5 months.
- S: Is the heating system quote coming from Hilltop?
- B: yes. He did a previous repair and then looked at patten hill and was going to give a quote.

○ HUMMINGBIRD WELL

- S: We signed the service agreement with Wright Pierce for arsenic treatment at the well.
- B: We just heard back from the Governor's Council. Progress could not move forward until we heard back.
- S: I will find out what Wright Pierce plans to do over the winter months for this one.

○ STORMWATER

- S: We approved the payment request last meeting.
- B: That was submitted and reimbursed.
- S: Has the project form been submitted yet?
- B: I do not believe so.
- S: I will look into that.

○ MEETINGHOUSE

S: This is still waiting on the results of Eastman Well.

- B: I don't remember seeing a response from Wright Pierce on pilot testing and additional water system insulation outside of Meetinghouse, and whether those project funds can come from the Meetinghouse project. My assumption is yes, but I need to make sure.

○ BEACH EROSION

- S: What would the first step be? Getting a study from the engineers, getting documents from the state, come up with a plan on our own?
- B: A permit is good for 2 or 3 years. A conversation with Shoreline or Wetlands group of Clean Water Stormwater at NHDES as to what we are looking to do, and in their opinion should we get the permit first, especially

if we are looking to get material this winter or spring. Then we can develop progress plan with culverts and drainage. They may have some other communities that they can offer for examples (such as Washington NH). Then we can see how we draft the application.

- M: Do we compare to Washington often
- B: Melon Pond is similar, and their beach was eroding into the lake. We are stuck as far as a limited volume of sand replacement, but they did a beach replacement project which allowed them to bring in more material. We would definitely need more than ten yards of material, so we would need to do something similar to repair two beaches: meetinghouse and hummingbird. If we can understand the state's thoughts we can look at resource and funding needs. It would be good to have insight prior to budget planning to have estimates for budgets and warrant articles.
- B: The state will likely be looking for some engineering input. You need to have heritage, wildlife and other impacts when making an application. They may or may not require surveying. That's why I am thinking we should have a conversation with one or more of those departments in the state.
- S: That sounds like a good starting point, so I can start making calls on that and hopefully have some information before the next meeting.
- SOURCEWATER GRANT
  - S: I spoke with one local plumber, and he wanted \$300 just to enter each house. I said no thank you. Another gave an hourly rate, so I was able to come up with a proposal of \$6,000 for 36 hours of work. I reached out to Hilltop but they were busy so I will call back tomorrow. I don't know if we actually need a plumber or if a maintenance person would be cheaper. When I spoke with the first plumber, they wondered what would happen if they entered to replace the flapper and other issues arose.
  - B: When this concept was first thought of, the thought was that if I have "x" dollars set aside, as an incentive for homeowners to do replacement, they would provide a receipt to show that they bought the material and replaced the flapper and then we would refund them a set value. Whether that is more acceptable to the state than hiring a contractor, I don't know. Then depending on how that works the first year, it could be a sustainable project for the coming year. We would track homes that have done replacements and see what the effect on water usage for each zone is.
  - S: I can definitely reach out to the state with that piece.
  - B: If the state isn't willing to fund it, we could potentially set "x" dollars aside and offer individual refunds on our own. This could save costs overall from water loss.
- OTHER
  - B: We have done well on getting reimbursements from the state up to this point. I can work with Carolyn on recent payments for this year to update 2022 payment history and budget so we can truly see where we are at. For General I still estimate just between \$16,300-\$16,400 over budget. December 27 is the last day the Trustees are meeting if we wish to seek

- out anything from the Trustees.
      - S: That would be a capital reserve discussion. Should we move into that now?
      - B: I can't think of any other project to discuss
- Capital Reserve Withdraw Discussion
  - S: So we are over budget, about \$16,000 currently, and we don't think there will be anything else [other costs this year]
  - B: There was just an invoice from quickbook for \$574 for the 2024 year. We were already at or over budget on that line, so we are actually about \$16,900 over budget. That is the only one that I am aware of currently being added to General that is going against us.
  - S: There was a \$72 bill that came in the other day that was for web services, that was not for us.
  - M: I was able to have the computer assessed, and then backed up by the Geek Squad. I was running low on time as December 20th marked one year from the initial purchase of the computers. After the back-up was completed I spoke with the manager about swapping out our defective unit with a new one. They stated there were none on site and none that could be shipped to the store, so I had to wait in line to speak with a representative on recommendations for a comparable replacement. After a few hours, I was able to speak with the representative who found that the exact same model had one computer left in store, as someone had purchased it but then canceled the order. After I agreed to the swap, the representative quickly completed the swap. He then told me that \$200 had been refunded to the Mastercard that was used to purchase the computer. Since the district doesn't have a credit card, my assumption is that the refunded Mastercard belongs to the individual who completed the initial purchase: Debbie Kardaseski. As she would have been reimbursed for the initial purchase, this means that the \$200 refund that belongs to the District, was accidentally sent to Debbie's personal card.
  - B: Depending on when we are able to get those funds from her, that could impact the budget as a revenue. We can provide a copy of the receipt to her and ask for restitution.
  - S: That's a bummer because it went to a credit card and then she would need to come up with actual cash to replace it.
  - B: To that point we could come up with an arrangement to have an equal exchange. We could ask for purchasing of some supplies such as stamps so that the funds equal out.
  - B: With the current invoices and overages, I make a motion to seek out reimbursement in the amount of \$17,000 from Roads and Bridges to the General fund
    - Sara Auger seconds the motion - All are in favor - the motion passes
  - B: I will draft that up and sign that to submit to them so that they can meet on that next week. Is there a way to get draft minutes so that I can submit them?
  - M: Yes. I created a folder on our District Google Drive. The folder has a copy of all the minutes I type. The minutes I am currently typing during the meeting are being updated live, and so you could even access them right now.

- Water Surplus Discussion
  - S: Based on the applicable RSA there is no limit to the amount of money that can be transferred from excess water funds to capital reserve. Then to remove money from the reserve it would need a warrant article. RSA 38.29 Water Funds section 3 covers all this. To move the funds would require a unanimous vote from all commissioners.
  - B: Previously I had seen a limit of 1%, but this shows that we could move unlimited funds. Does this need to happen before the calendar year, or in January when the budget closes can we determine how much to move to reserves?
  - S: I can follow up on that.
  - B: If it is required before the calendar year is up, we could have a 5 minute emergency meeting and address that.
  - M: Last week we approved a certain amount to move from the excess to the capital reserves.
  - S: We approved up to 1% of the excess water funds.
  - B: True, we do have that, if nothing else. Thank you for reminding us.
  - S: If it doesn't need to be done this calendar year, we can talk about it in a January meeting. If it does need to, we will talk about it.
- Office Computer Repair Update
  - S: We went over this already.
- Office Related Purchases Prior to End of Year (Stamps, etc.)
  - B: I purchased some items. This came out to right around \$516. We approved \$500 so we will need to approve a slight overage there.
  - M: When the reimbursement is submitted we will approve?
  - B: When you sign invoices you will sign to approve the overage payment.
  - S: I think it would be a good idea to get stamps out of the water budget on this year's money.
  - B: We can get what we need for this year.
  - S: I am thinking enough [stamps] for at least one mailing.
  - B: We could buy additional [stamps] in January as part of the new budget. The town charges 63 cents per stamp. For water mailing it will be about 80 cents multiplied by about 550 mailings.
  - S: That's \$440.
  - B: That just covers one mailing.
  - S: We just have one big mailing a year. Our other mailings are usually just one stamp.
  - B: True, that bring it to 63 cents.
  - S: That would be \$346 for a regular mailing.
  - B: So about \$800 for a big mailing and a regular mailing combined.
  - S: \$800 would cover it
  - B: If we alert Carolyn and approve it prior to that, it wouldn't be a reimbursement
  - Sara Auger makes a motion to approve purchase of up to \$800 in stamps to come from the water budget
    - Brett Taber seconds the motion - All are in favor - the motion passes
  - S: I will let Carolyn know.

- B: One thought would be about 2oz for 550 mailings and then regular postage for 550 mailings. She will probably need some for regular bills. This initial purchase can come from the water mailing budget line.
- S: Anything else for office related purchases? Did you get more folders?
- B: They are on order. They will be coming this week. I can't think of anything else for this topic.
- B: Oh, when we sign invoices tonight, Rhymes was looking for the agreement going forward to be submitted for the generator maintenance on January 5. They will replace the LED board at the generator during the maintenance rather than paying for another service call. They reminded us to get the agreement signed and submitted.
- M: When you say Rhymes, are you talking about the company we have for generator maintenance?
- B: Sorry, I misspoke. Powers Generator.
- Set Upcoming Meeting Dates
  - S: I am thinking we can plan for January-April meetings. In April we can determine the rest. We can stick with the 1st and 3rd Thursday of the month.
    - S: 4th and 18th of January do those work?
      - B and M: Yes.
    - S: The 1st and 15th of February?
      - B and M: Yes.
    - S: March 7th and 21st?
      - B and M: Yes.
    - S: April 4th and 18th?
      - B and M: Yes.
  - S: Do we want to set a date for another budget meeting? I am thinking it will be in January.
  - B: Yes, we can look at something in January, and we could possibly tackle one or two topics tonight.
  - S: Possible January 2nd or 11th?
  - B: I could do the 11th. Possibly do some work at the meeting on the 4th [of January].
  - M: The 11th [of January] sounds good.
  - S: We can set the next budget meeting for the 11th [of January] and go from there.
- Approve December 7, 2023 and December 14, 2023 Meeting Minutes
  - We can approve the minutes for the meeting on 12/7/23. The minutes for 12/14/23 can be approved next meeting due to technical difficulties [with completing the meeting minutes].
  - Sara Auger makes a motion to approve the 12/7/23 meeting minutes as written
    - Brett Taber seconds the motion - All are in favor - the motion passes.
- Last minute topics
  - S: I got the hoop donation from Mark, and it is up at Patten Hill. Should I bring beach toys to Patten Hill?
  - B: Yes.
  - S: I spoke with Hillsboro PD regarding adding our winter road contractor to their

list for callouts with bad weather. I am waiting on Tanya [Aquamen] to investigate the 16 Winter Rd. connection. They have a team meeting coming up and she will look through their tablets regarding leak detection.

- B: Their invoice mentioned they found additional curb stops they didn't have drawings on. Those additional curb stops could be curb stops we don't know about, or properties already listed that we don't have drawings for. It is key to understand what their techs found. We will see when they submit.
- S: I think that's all I have.
- B: We hopefully have our final invoices tonight other than the water invoices we approved Carolyn to pay. I hope everyone has a great holiday and enjoy the time.
- S: One other thing , I wanted to mention that Emerald Drive is getting pretty bumpy. We don't have a road agent and the weather is warm.
- B: After the most recent rain event I drove around. Seminole overflowed but looks okay. Excess potholes on Emerald Drive, Ellen Brook, Seminole, Boulder Pass, and Hummingbird are the bigger ones that I noticed. A little bit of pot holes on Autumn Rd. If the road sets up too much they can't do any grading. If the road is soft enough someone could get some gravel and backdrag it. Possibly ask Mr Bouchard if he can lay any material at an hourly rate, or possibly rent a tractor to do material ourselves. with the upcoming holiday it is difficult.
- S: True, the next two weekends are holidays. It is likely nothing will be done this month.
- B: I don't see any severe weather over the next few days. Something will need to be done as potholes increase in the next 30 days.
- S: Where we are already over on the general budget, we can hopefully make it to January.
- B: We will have to address emergency repairs as they come. I don't know what the cost would be.
- S: I can reach out and see if Bouchard is interested in an hourly rate.
- B: Knowing that in advance, we could potentially reach out to others regarding hourly work or possibly do this ourselves. If we rent it would be \$1,000-2,000 each time we do it.
- S: Anything else?
- Adjourn Meeting
  - Sara Auger makes a motion to adjourn the meeting at 7:40pm
    - Brett Taber seconds the motion - All are in favor - the 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