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Meeting Minutes

Emerald Lake Village District (ELVD) Commissioner Meeting

Wednesday, February 22, 2023

In Attendance:

Brett Taber (Commissioner, Chairman)

Deborah Kardaseski (Commissioner)

Sarah Murphy (Commissioner)

Resident:

Melissa Taber

Meeting called to order by Chairman Taber at 6:30 PM

Pledge of Allegiance

Roll call of officials completed.

Public Comments:

This meeting opened up with public comments. Melissa Taber inquired about exploring alternative energy providers to reduce cost. Commissioner Taber made comments that this was an option suggested in the recent energy audit. The board plans to review options to determine strategies to reduce energy cost in the district.

Public comment was then closed, as there was no other.

Review of Open Projects:

Commissioner Kardaseski provided updates on the development of a draft fireworks ordinance for the district. Commissioner Kardaseski plans to contact Hillsborough fire chief to determine whether the fire department would be the one to enforce the ordinance. This idea was developed through researching Manchester, NH fireworks ordinance.

Commissioner Kardaseski informed the board that the final draft of the water rules and regulations was sent through email last week. The draft included the water rules and regulations, dormant curb stop regulation, and cross connection control program. The dormant curb stops rules and regulations and cross connection control program have been adopted into the rule in previous meetings. The board plans to post all regulations onto the district website for residents to review. Commissioner Kardaseski plans to develop an ad for a public meeting to be held on March 10, 2023 to review the regulations and make a final decision.

Commissioner Murphy provided updates on the Energy Audit, which was completed on February 16, 2023. The board plans to post the results on March 1, 2023 to provide an opportunity for all board members to review the documentation and be prepared for any follow-up questions from residents. Commissioner Taber had commented that the completion of this energy audit provides the district the opportunity to be able to seek grants and asset management projects through the state. The board plans to have a discussion on the energy audit with the public on March 10, 2023.

Commissioner Murphy informed the board that sand replenishment on Meeting House beach is on hold until the completion of the storm water asset management. The conservation committee had denied the previous permit due to the district needing to explore erosion control. The goal is to utilize the storm water asset management to develop a plan.

Commissioner Murphy followed up with the board on Eastman well. Commissioner Taber informed the board that Wright Pierce plans to have results by early March to assist with the ability to the board to make decision on other projects (Hummingbird treatment, Meeting House treatment, and completion of Turtle Bridge infrastructure).

Resident Taber inquired about updates on Sunrise Culvert. Commissioner Murphy shared that the material has been purchased and that the board was making decisions on the correct permit to submit to the state. Commissioner Murphy plans to complete Wetland permit.

Commissioner Taber inquired about days next week that the board could participate in a tutorial on the different types of GIS to determine which option would work best for the district. The board plans to schedule this tutorial for Monday, February 27, 2023 at 4:30 PM with a back-up day on Friday March 3, 2023 at 4:30 PM. Commission Kardaseski inquired whether the grant would cover the first year of the system. Commissioner Taber confirmed that the grant would cover the cost and any training needed.

Commissioner Taber provided updates on the 2022 water distribution project. SUR construction had completed construction all the roads outlined in the 2021 project and 8/8.5 roads outlined in the 2022 project in November 2022. The 2.5 roads that are left will be completed in the spring/summer of 2023. The board had approved an environmental review for another 10 roads in a previous meeting. Project funds will be used to fund the environmental review. The goal is to utilize left over funds to complete 2–5 additional roads. Commissioner Taber mentioned that this goal is contingent on state approval, SUR availability, and supply chain of raw material.

Commission Taber followed-up on the Strategic planning grant. The agreement had been signed and the information is expected to be available early to mid-March.

Commission Taber commented on the Clean Water and Storm Water Asset Management. The board held a level of service meeting on Monday, February 13, 2023. The board plans to finalize the level of service goals.

Commissioner Taber provided updates on the Patten Hill treatment project. The agreement with Wright Piece has been signed. Wright Pierce is in the process of obtaining bid specifications. The board was informed that the project has three parts (electrical, infrastructure, arsenic treatment system). Commission Taber shared that he had requested that the arsenic treatment system be priority because it will remove the District from the Arsenic Warning list. The completion of the project is contingent on bid specification, construction availability, and availability of supplies.

Commissioner Taber updated the board on the completion of the water audit. The result evaluated a 26% water loss. Commissioner Taber informed the board that this audit was a requirement for further projects.

Commissioner Taber followed-up on the culvert replacement on Deerpoint Rd. The board has informed the two residents that the culvert crosses/abuts their property had given the district approval to complete the replacement. Commissioner Taber plans to complete the necessary paperwork and request a timeline from Bow on completing the culvert. The plan for the new culvert will allow for the water to flow under the road instead of over the road, which has caused erosion.

Resident Concern:

Commissioner Murphy had informed the board of an email sent early from Sara Auger. The information presented was that the district had received a phone call from a resident that voiced concerns around road conditions. Commissioner Murphy plans to follow-up with the resident to collect further information on their concern.

Approval of Manifests:

The February manifest totaled \$58,314.19 . The water manifest totaled \$38,925.56. Total payment to vendors was \$19,388,63. Commission Taber made a motion to accept the manifests, Commissioner Kardaseski seconded, all approved, motion passed.

Approval of meeting minutes:

The board reviewed meeting minutes from 1/12/23, 1/15/23, 1/29/23, 2/6/23, 2/9/23 (non-public), 2/9/23 (regular meeting), and 2/13/23. Commissioner Kardaseski made a comment that a correction was needed to the meeting minutes on 1/29/23. The minutes had described the roads as “one way” instead of “dead end roads.”

Commission Taber made the motion to accept all meeting minutes as amended, Commissioner Kardaseski seconded, all approved, motion passed.

2023 Annual Meeting Timeline:

Commissioner Taber informed the board that an additional supervisor of the checklist meeting is required for the day prior to filing commencing, Tuesday March 7, 2023. An annual meeting supervisor of the checklist needs to occur 6 to 13th days prior to the annual meeting.

Commissioner Taber provided a correction to the end date on the ad. The board was informed that the end date to file petition article and candidacy interest is Friday, March 17, 2023 instead of Saturday, March 18, 2023.

The board discussed setting up a budget meeting within the next week. It was decided that a budget meeting would be scheduled for Monday February 27, 2023 after the GIS tutorial.

Moderator interest was discussed. The board reviewed the one email received by an interested party. Commissioner Murphy plans to follow-up with the interested individual to attend the budget meeting on Monday, February 27, 2023 to discuss the position. The board plans to make a decision at scheduled meeting.

Late Agenda Items:

Commissioner Taber informed the board that alternative energy services have been contacted to determine if there are plans that would allow for multiple accounts to be changed with a lower kilowatts cost. Information collected will be reviewed during budget prep.

Commissioner Taber is currently drafting a commissioners' letter for annual meeting. The board reviewed the date that the final information for annual meeting is completed and available to the residents. Commissioner Taber stated that information needs to be available 10 days prior to annual meeting. Commissioner Kardaseksi requested a deadline of April 1, 2023.

Commissioner Taber reviewed the exploration of installing pressure reducing valves (PRVs) on both ends of the lake. The goal of the valves is to reduce the pressure within the pipes.

Commissioner Taber informed the board that questions have been sent to Wright Pierce to further understand the benefit and cost of installation of these valves. The board plans to review adding these valves to the water project at budget meeting on Monday, February 27, 2023.

The board reviewed the working wells in the district. Commissioner Taber commented that well 6 and 9 are currently off. An inquiry has been sent to Aquamen to inquire about testing to determine if these well can replenish if others well are turned off. The goal would be to have back-ups to the working wells.

The board plans to review Summer maintenance contract at meeting on Monday, February 27, 2023.

Adjournment of Meeting:

Commissioner Kardaseski made the motion to adjourn the meeting at 8:10 PM, Commissioner Taber seconded, all approved, motion passed.

Respectfully submitted by: _____ Sarah Murphy, Commissioner

Approved By:

Brett Taber, Commissioner (Chair)

Debbie Kardaseski, Commissioner

Sarah Murphy, Commissioner