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Meeting Minutes
Emerald Lake Village District (ELVD) Workshop Meeting
Thursday, May 6, 2023

Board Attendees

Brett Taber, Commissioner (Chair)
Sarah Murphy, Commissioner
Carolyn Renken, Treasurer
Sara Auger, Clerk

Residents - Melissa Taber

Other - Bow Smith (Road Agent)

The meeting was called to order by Commissioner Taber at 6:30pm on May 4, 2023. Followed by the Pledge of Allegiance and roll call to confirm a quorum of Commissioners.

Before getting into agenda items, Commissioner Taber wanted to thank everyone that contributed to a successful annual meeting and all our articles passing for the budget. We had about 20 residents attend.

First item on the workshop agenda is swearing in of officials.
Carolyn Renken was sworn in as Treasurer (1-year) by Sara Auger.
Sara Auger was sworn in as Commissioner (3-year) by Brett Taber.
Oath of office was read by both and signed.

Jim Riddle, elected as moderator, was not available to be sworn in this meeting but should be at the next.

Commissioner Taber then spoke to the other open commissioner position, saying we could advertise for it or move forward with Sarah Murphy as commissioner since she has expressed an interest. Commissioner Auger stated NH Municipal says you cannot go to the next highest vote and that we should advertise for it first. Commissioner Taber then called the district lawyer

to clarify if we need to advertise first or not. Justin, the district lawyer, commented that the only requirement is to do it in a public meeting and it is up to the commissioners.

Motion by Commissioner Taber to appoint Sarah Murphy as our 3rd Commissioner until the next annual meeting. Seconded by Sara Auger, all in favor, motion passed.

Sarah Murphy was sworn in as Commissioner (appointed to next annual meeting) by Commissioner Taber, oath of office was read and signed.

The other open position is the Clerk position. At the annual meeting, Sara Auger won both the 3-year commissioner position and the Clerk position; she declined the Clerk position formally. Sara Auger also steps down from the file clerk position.

Sarah Murphy makes a motion to accept Sara Auger's resignation as file clerk. Seconded by Commissioner Taber, all in favor, motion passed.

The board has decided to move forward without advertising for a file clerk position at this time. We will advertise the clerk ad in The Messenger for the week of May 12th and May 19th.

Next item, approving the April 20 and April 22 (Annual Meeting Minutes).

Commissioner Taber made a motion to approve April 20 meeting minutes as written, seconded by Commissioner Murphy, all in favor, motion passed.

Comment on April 22 (Annual Meeting Minutes) by Commissioner Taber, first full paragraph on page 6 speaking to roads left as 400,000-600,000 feet should read \$400,000-600,000 (dollars).

Commissioner Taber made a motion to accept April 22 (Annual Meeting Minutes) as amended, seconded by Commissioner Murphy, all in favor, motion passed.

For summer maintenance items, Commissioner Taber suggests holding off on any non monthly extras until more money comes in. Our treasurer, Carolyn Renken, mentioned nothing has come in lately and it is usually paid monthly. She was wondering if it had to do with the new system the town is using and will inquire.

Summer Maintenance ideas:

From Commissioner Taber - Raft at Eastman, signage prices for Boulder pass, beach signage, picnic tables - see what needs repair, curb stop replacement parts, 20 feet of piping, order porta potts, gravel around tank perimeter to protect.

From Commissioner Auger - Organizing at Patten Hill, getting an updated inventory list with items on hand, review 2021 sanitary survey suggestions.

A motion was made by Commissioner Taber to authorize Commissioner Auger to seek best pricing on Porta Potts for the Meetinghouse, Hummingbird and Emerald Beach and enter into an agreement. Seconded by Commissioner Murphy, all in favor, motion passed.

Resident Melissa Taber wanted to comment about the toilet paper running out, it is only replaced when they come to empty the tanks. She replaces the toilet paper when low during the week but cannot replace the hand sanitizer. It does get replaced, but it does run out in between.

We will look at updated picnic table pricing and road sign options at the next meeting.

Commissioner Taber made a motion to purchase 20 feet of piping for curb stop repairs estimated at \$50, seconded by Commissioner Auger, all in favor, motion passed.

Commissioner Taber made a motion to authorize the purchase of supplies to repair the rafts before deployment, estimated cost \$60. Seconded by Commissioner Murphy, all in favor, motion passed.

Speaking to the dam, the level the lake reached was with no boards in the dam. Boards should be started to go in over the next couple of weeks, to be at proper depths by Memorial Day weekend to get rafts out. If heavy rain, may have to wait.

Draft contractor agreements needed are for the webmaster and bookkeeper, Commissioner Murphy will work on these. The office lease is also due to resign for this year, offering another 3-year contract.

The driveway request for 54 Huntington Dr. was reviewed and contained the \$50 payment and sketch of site proposal. In review, there were no concerns from Commissioners or road agent.

A motion was made by Commissioner Taber to approve the driveway permit for 54 Huntington Dr, seconded by Commissioner Murphy. All in favor, motion passed.

Project Updates:

Water Distribution - SUR is back on site, they have finished laying out the temporary line today on Winter Rd. Quality tests will be next, then switching to temporary water lines and switching to the temporary water.

Moccasin and Turtle Bridge will be prepped next.

The environmental review is underway and includes up to 10 additional roads to be reviewed which includes: Beaver Glen, Boulder Pass, Chipmunk, Dawn, Firefly, Forest Lake dr., Kings Row, Lakeshore dr., Rabbit Path and Rainbow's End. A change order #5 proposal has come up, which includes laying of water main pipes for Eastman Well transmission line while excavation is done. If the Environmental Review is approved for Rabbit Path, a 3-way valve system will be installed at that intersection at both Moccasin and Rabbit Path so these roadways can be

continued. Once approved, Rabbit Path will be adopted into the project. SUR will give a quote on additional roads after the Environmental Review is approved.

Motion to authorize SUR change order #5 to install the transmission line for Eastman Well and to connect to the existing meetinghouse treatment line by Commissioner Taber, seconded by Commissioner Murphy, all in favor, motion passed.

Workchange revision 4R - Original quoted values for Moccasin Trail and Turtle Bridge crossing, at a \$50,000 savings and 400 linear feet of reduced excavation.

Motion to accept workchange directive 4R by Commissioner Taber, seconded by Commissioner Murphy, all in favor, motion passed.

The State has received the Environmental Review from Wright Pierce, awaiting comment and could be approved within the next couple of weeks. Then setup a meeting for public comment, and go from there.

As Wright Pierce progresses with the Asset management and residential modeling, the board will have to decide which properties to put the test meters at to get baseline data. Thought is different roads and size of households to grab different data for a financial model. Part of the project includes 38 meters.

Other project updates:

- GIS system is now active, training will be upcoming.
- Wright Pierce is working on Level of Service and Goals.
- The Quarter 1 status report has been sent to the state.
- Next meeting, discuss Pressure reducing valves for approval.
- The final application has been sent to the state for Hummingbird. Now waiting for the Governors council to meet, usually June/July timeframe.
- The Sunrise culvert application has been mailed out.
- Patten Hill treatment, drawings are in development and a site visit has been completed.
- Meetinghouse Beach drainage project is a priority to fix. As well as Dawn St. drainage.

Eastman Well updates - G.A.C. (Greensand) filtration will need to be pursued further for treatment, the pilot did not provide enough information. Potential lifespan of G.A.C. is unknown. A report is being drafted up with suggestions.

Wright Pierce recommends reapplying for residential meters for the pre-application process. This was done last year and not approved. Also thinking of any other upcoming projects to file for and receive ARPA funds as part of the project, all funds need to be expended by 2026.

A motion was made by Commissioner Murphy to approve the abatements per district for the 7 properties, seconded by Commissioner Taber, all in favor, motion passed.

Next Meeting Dates:

May 25, 2023 at 6:30 at the office
June 8, 2023 at 6:30 at the office
June 11, 2023 at 9am at Meetinghouse Beach
June 22, 2023 at 6:30 at the office
July 6, 2023 at 6:30 at the office
July 20, 2023 at 6:30 at the office
August 3, 2023 at 6:30 at the office
August 17, 2023 at 6:30 at the office

This month there will be no Clerk payment, no file clerk payment. The three Commissioner positions, as one with chair and a Treasurer payment. Commissioner Taber asked the board if they would like to change the chair or keep it the same, he is fine with staying as chairman. Commissioner Auger would also consider being Chair.

Commissioner Murphy made a motion for Commissioner Taber to stay on as Chairperson. Seconded by Commissioner Taber, all in favor (Commissioner Taber and Commissioner Murphy), any opposed (Commissioner Auger).

Road Agent updates:

- Every road has been graded or had work done on it.
- Culvert cleaning completed this week
- Visual inspections
- A double culvert was replaced on Deerpoint
- Emerald Dr. regraded
- Mailbox Beach parking lot graded, Emerald to be touched up and Hummingbird
- Touch up grading, weekly checks and storm checks will continue

A motion to adjourn was made by Commissioner Taber at 8:42 pm, seconded by Commissioner Murphy, all in favor, motion passed.

Respectfully submitted by: _____ Sara Auger, Commissioner

Approved by:

_____ Brett Taber, Commissioner (Chair)

_____ Sarah Murphy, Commissioner

_____ Sara Auger, Commissioner