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**Meeting Minutes**  
**Emerald Lake Village District (ELVD) Budget *Workshop Meeting***  
**Thursday, February 9, 2023**

**Board Attendees**

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

**Residents** - Lori Newell

**Other** - Bow Smith (Road Agent)

The meeting was called to order by Commissioner Taber at 6:31 pm on February 9, 2023. Followed by the Pledge of Allegiance and roll call to confirm a quorum of Commissioners.

First reviewed were upcoming Annual Meeting dates and Important dates. The next meeting is on Monday, February 13, 2023 and it is a Level of Service (LOS) Workshop meeting. An Asset management LOS meeting is an element required by DES for the grants. In the past, the district has had and discussed a LOS with the Water Asset Management plan. The LOS helps to monitor programs and highlights future goals. At the upcoming workshop meeting will be DES, engineering firms, any contractors involved and residents who wish to attend to have a say and understanding.

Other upcoming Annual Meeting dates on the timeline in February include the 60-day window opening up to hold a public hearing on a bond or note issue over \$100,000. Also, the ad for candidates to file will run for 2 weeks, starting the end of February, in the Messenger. As of now, the first day for candidates to file declarations of candidacy is March 8th and the last day to file is March 18th. Open positions are projected to be a moderator for 1-year term, a treasurer for 1-year term and a commissioner for a 3-year term.

Next topic was to review draft rule change postings and when the drafts may be ready. Once draft rules are ready, send them to legal and then post to the public, then take a vote at another meeting. Water rule updates have been previously reviewed by legal thoroughly. The fireworks rule change will not take residents as long to read through. Both will be ready to post for review by March 1st. The board is aiming to hold the public hearing on both changes on March 9, 2023.

Next our road agent, Bow Smith gave updates, including:

- Recent work has consisted of fixing potholes, washboard in roads, adding stone to the main loop and many other places, gravel filling at various intersections, attending to settling at Ellen Brook and Winter rd, scraped ice off of Pine Glen, added material and has put together a simple list of areas with washouts and erosion issues to look at as future projects.
- Top issue areas include (erosion): Hemlock, Pine Glen, Boulder pass, Seminole. Next top: Spring, Autumn, Emerald Dr (near mailboxes) Turtle Bridge crossing, Sunrise (known culvert issue), Deerpoint Dr. and Dawn. Repairs and material needed for these areas to fix.
- Discussions on upcoming projects could tie into the district's current Stormwater Asset Management plan, with engineered designs to move forward. Collecting data as part of the project for a rating scale to prioritize projects.

Part of the Drinking Water Asset Management plan will include an initial GIS system for one year. There are different levels of licensing. There is a basic online system for \$500/year. This allows for basic info and basic updates only. It would allow both water and stormwater infrastructure to be added. The next level would include more detailed maps at \$700/year. There is also an engineering level at \$2700-\$2800/year, which is more than the district needs. Any level provides training through UNH to operate the systems for 2 board members. Wright Pierce suggests the \$500/year program. This will be covered under the grant for the first year but would need to be added to the budget going forward.

A motion was made by Commissioner Kardaseski to purchase the \$500/year level of GIS mapping software to get us started. Seconded by Commissioner Murphy, all in favor, motion passed.

The strategic planning grant was submitted and approved through the state, up to a \$50,000 grant. Wright Pierce has forwarded their agreement at a cost of \$50,000. The board will further review the agreement and sign at a later date. A signed agreement is needed to move forward.

A second agreement submitted by Wright Pierce is for the Patten Hill Water treatment project, at a total project cost of \$280,000. Engineering portion is \$25,000. This project will include the electrical building, plumbing for wells 7,8,9 and arsenic treatment. This project will need to go out to bid and then award the bid.

A motion was made by Commissioner Taber to enter into the agreement with Wright Pierce for the Patten Hill Water Treatment, project # T1760, for the sum of \$25,000. Seconded by Commissioner Kardaseski, all in favor, motion passed.

Resident Lori Newell asked the board about having an HOA fee on her mortgage. The commissioners informed her this should have never happened, we are not an HOA and have no HOA fee. The resident has gotten it resolved but wanted to mention it. Also inquired about beach stickers and if she could have her driveway black topped. Answer is yes, and as long as there is no modification to the current driveway then no driveway permit will be needed. If modifying the original layout of the driveway, a driveway permit for \$50 is needed. This is to have our water operator ensure any potential water access to our infrastructure is not blocked.

The next topic of discussion required a non-public session to protect reputation.

A motion was made by Commissioner Taber to enter into a non-public session under RSA 91:A-3, II (c) at 8:03pm. Vote was done by roll call, all in favor, motion passed.

The board came out of the non-public session at 9:30 pm.

A motion to adjourn was made at 9:31 pm by Commissioner Kardaseski, seconded by Commissioner Murphy, all in favor, motion passed.

Respectfully submitted by: \_\_\_\_\_ Sara Auger, ELVD Clerk

Approved by:

\_\_\_\_\_ Brett Taber, Commissioner (Chair)

\_\_\_\_\_ Debbie Kardaseski, Commissioner

\_\_\_\_\_ Sarah Murphy, Commissioner