



Emerald Lake Village District

Office: 147 West Main Street, Hillsborough, NH
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Thursday, August 31, 2023 @ 5:30 PM
Special workshop meeting
Location: Main Office

In attendance:

Brett Taber (Commissioner, Chairman)
Sarah Auger (Commissioner)
Michael Carr (commissioner-dial in remote)

Residents present:

Melissa Taber
Imre Czifrik

Meeting called to order by Chairman Taber at 5:30 PM

Pledge of Allegiance

Roll call of officials completed verbally with Commissioner Carr attending remotely

Commissioner meeting topics covered:

The meeting opened with the discussion intended to focus on the Road agent and next year's Contract agreement as to what it should include so that budgeting can occur. As the Board allowed Bow Smith some time to gather his notes for the discussion, Chairman Taber Provided an update on the 2022 Audit process.

On 8/30/23, the auditors came to the district office to work on gathering and validating the finance and documentation process for revenues and expenses. Members of the district staff supported this effort. The auditors finished the evening with noting they will share a small list of items still needed to complete the audit financials.

The board moved forward on the discussion with the Road Agent. Bow shared that the prior year agreement that covered September 2022 through August 2023 was for \$136,700. Each month's payment varied based on roughly the quarterly period and the type of work being performed during that period. During this current agreement period the district experienced excessive trees down and clearing was required as well as sever erosion based on the volume of rain this calendar year. During last year's winter period, the road agent's agreement had him cover the cost of sand for winter sanding. His estimate of

sand used per sanding incident was between 29-45 CU.YDS. Options such as the district purchasing the sand, availability of sand on holidays/ weekends were noted as potential concerns for availability if the volume of material on hand was frozen. It was noted that making a change only after one year might not prove beneficial due to the many variables that might generate savings as well as added expenses.

A discussion on storm water run off and residential culverts occurred. Concerns over residential culverts are not being cleaned out regularly which can be part of the reason storm water run-off erodes the roadway. Some ideas were shared by Bow Smith as to how other towns might occasionally address this issue. Approaches varied ranging from engaging the property owners to clean up, to the road crew doing it for severe areas while on regular hourly salary. One story was that a resident actually raked their leaves onto the ditch line instead of hauling away to a different location thus requiring the town to clean up the debris or have the road wash out. It was noted that further review of this and what corrective actions might be needed to educate and ensure residents are on board to support the roadways drainage.

A question was raised by Chairman Taber to a scenario if the district had their own flushing trailer equipment. What type of labor cost might be needed instead of contracting out to a company that performs culvert clean outs. Currently a cost of about \$1,000-\$1,500 is incurred for an 8-hour day where depending on the level of blockage in culverts we could only clear 5-10 culverts. The district has over 50 roadway culverts so the cost to clean them all yearly would become costly. Bow Smith noted that if he did the work and used District equipment, there would be some concerns over repairs/ damage and or rental coverage agreements? More details would be needed if this approach were to occur in coming years.

Bow inquired as to the status of the district to continue to use the Edwards property of the sand pit on Gould Pond Road. Chairman Taber noted he would reach out to the property owner on this subject.

Bow further noted that in the future, the newly developed landing on Patten hill could be used for a beneficial staging area. Some additional sitework would be necessary due to the wetness of the material currently.

The discussion moved back to agreement elements such as extra erosion issues, excess tree down issues and roadside mowing efforts. It was noted that roadside mowing had been stopped for many years and with the intent to bring it back under some level of frequency, the question was raised should it be listed under the annual agreement costing or as a separate line-item cost. Keeping it as a separate cost seemed to be the desired approach for now. Further discussion will occur during the actual budget planning time period.

Bow moved onto sharing an update on the culvert replacement that occurred today. The culvert at the intersection of Beaver Glen and Emerald was replaced due to full failure. The new 15" culvert was installed for a rough length of 60 feet. The old culvert was pulled out and found to have been in four sections with all at various failure modes. Bow also shared that he will be providing the board a list of suggested roadway culverts that would need flushing and a list of roads that he felt were a priority for mowing. The board shared some residential feedback asking him to check some road conditions based on email feedback from residents. One area was Spring Street. Bow shared that this area of roadway failure during the severe rains was due to residential culvert failure. Some discussions he had with residents in those areas noted that they felt the gravel was not adequate and that the culverts should be replaced. The Board noted that some follow-up discussions with residents in these trouble areas would need to occur and advise the residents will be required to install culverts for their driveways.

Melissa Taber inquired if there were any rule requirements as to the culvert sizing for driveways? Chairman Taber shared that he believed the minimum size for driveways culverts where required should be no less than 12 inches currently. He further noted that future culvert opening size requirement might need to be increased to 15 inches due to stormwater runoff volume in the area to aid in keeping the flow moving. More discussion would be needed to make any changes.

Mr. Czifrik asked a question about water run-off flow on Boulder Pass. He asked that now that the new roadwork was done on Boulder Pass, if the diversion swale that was at the top of the knoll not be reopened because when it was opened to support water run-off, it flooded his front yard.

Another question asked of Mr. Czifrik, do residents that modify their driveway/ driveways are they required to obtain permits. Chairman Taber advised that yes, they do and that any residence on this roadway had obtained a permit from the Board.

No further discussion topics were noted.

Commissioner Taber made a motion to adjourn the meeting and it was 2nd by Commissioner Auger. Commissioners Taber voted yes, Commissioner Auger voted yes, and Commissioner Carr voted yes- (remote). The time was 6:30 PM

Submitted By:

Brett Taber

Approved by:

Brett Taber- Chairperson

Sara Auger- Commissioner

Michael Carr- Commissioner