



## **Emerald Lake Village District**

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### **Meeting Minutes**

Meeting Minutes Emerald Lake Village District (ELVD) Commissioners' Workshop Meeting  
Thursday Oct 5<sup>th</sup> 2023

#### **Board Attendees:**

Brett Taber, Commissioner (Chair)  
Sara Auger, Commissioner  
Michael Carr Commissioner  
Marc Croatti, District Clerk

#### Meeting Visitors:

Melissa Taber  
Linda Garon  
Joanne Staples  
Matt Cook  
Michele Flynn

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

Pledge of Allegiance

Roll call of officials completed.

#### **Review and Acceptance of Meeting Minutes from 9/21**

- Commissioner Carr – Any way of having a consistent flow of the meeting notes? I was having trouble following the flow of the notes. 2<sup>nd</sup> to last page, Misc. project discussion paragraph, maybe break that down into categories? District Clerk Croatti - Last meeting was long and topics were being discussed at various stages of the meeting. Topics were also being brought back up from the previously discussed topics. I can try to organize meeting minutes in a more reader-friendly format.
- Commissioner Auger - Ray Pierce should be written as Wright Pierce.
- Commissioner Auger - Page 2 bullet 4 - Debra Calhalane should read Debbie Kardaseski
- Commissioner Auger – Review Meeting Minutes Amended, Bullet # 1 RGIF, it states should be RICGIF that is in reference to ARCHGIS, Greg from Aquamen should be Craig.

Commissioner Taber makes a motion to accept the meeting minutes as amended for Sept. 21<sup>st</sup> with amendments. Seconded by Commissioner Carr. All in favor. I. Motion has passed.

## Review of Water Project Final Funding Uses:

- Some discussion last meeting about how to use the remaining funds that are left over from the project money. Do we use it toward the purchases of new water meters? Or use it to do additional environmental reviews for more roads? For example: The environmental review we just did was for the extension of additional roads this year. We covered ten roads. Out of those ten roads, we did four or five of them as part of the project. That original scope of the application we submitted was preapproved by the state for next year of 1.3 million road work. This is now down to six roads with about \$600K to \$700K of roadway. If we get this approved, we need another 1 to 3 roads at minimum to move fwd. with the full allowable funding. The environmental review is good for two years. We also can look at other things such as installing PRV's on zones, Hemlock, Huntington and Moccasin which have hire pressures. These are some ideas. Are there any other discussions as we need to get these final invoices by the end of December. We can also call it done and close all the invoices out with the state.

Commissioner Carr – So are you saying that to apply for additional funding we need another environmental review?

Commissioner Taber – Right now we have an environmental review of another 6 roads already completed. If we get approval from the residence in April for the next SRF loan project of \$1.3m, these roads, the environmental study has already been done. The cost is estimated at about \$700K, so we will be short if we want to do another 1-2 roads. We can't do those extra roads until an environmental review has been done. Do we use any of the remaining money that is left over for the project money to get this environmental reviews done? Wright Pierce did get back to me late today on if they do an environmental review on all the rest of the district roads, the cost is estimated to be 25K (doesn't account for the surveying)

Commissioner Carr – How much is left over?

Commissioner Taber – 30K to 40K. Still waiting on final value submittal

Commissioner Auger – I know when we put the PRV on the backside of the lake it did help. The parts for these took a while to get in. Not sure what the lead time is on these parts?

Commissioner Taber – They were 4-6 weeks the last time.

Commissioner Auger – Originally, I had the thought about the meters but Commissioner Carr brought up we should get a hold of other companies and hear what they have to say. So, I don't think we are ready to decide on meters at this point. I like the environmental review idea.

Commissioner Taber – Would it make sense, if the environmental review is only good for 2 years, do we realistically think we would get a project in place for the rest of the entire district within 2 years and have it completed? Or do we focus on another 2 or 3 roads to make the 1.3 project whole so at least that project is presented. I will make the assumption if we only due 2-3 roads and that cost comes down from the 25 it will still be less than the 25 to do that based on original project scope of the 11 roads we did.

Commissioner Carr – How much are the PRV's?

Commissioner Taber – Valves themselves were around \$5000 to \$5,500 and then you add all the other parts and labor. Aquamen did about two and that was about \$18K

Commissioner Carr – If we purchase PIV's, would we be able to purchase them and have them or do we need to install them also? Do we have to do both?

Commissioner Taber – One of the Communications from DES was spare parts. The PRV's alone could be used for spare parts for what we have now. We would need to check with the state to

see if they would authorize that towards the project as well as does it make sense to install PRV's in other zones within the district? It would make sense that they would support this for savings of water loss and leak loss and they have done this on two other zones but we would have to have that final conversation with DES this week to confirm that.

Commissioner Carr – Would we be able to purchase the PRV's and do the Environmental assessment of the two or three roads?

Commissioner Taber – That is a high probability.

Commissioner Taber – If we decide on doing some roads, Red Fox Crossing is \$315K based on SUR's estimates at the beginning of the project. Midnight Walk was \$273K, Hemlock was approx. \$210K, Alpine \$246K, Seminole \$430K, Greenfield \$126K, Portion of Bog Rd. \$126K, Open portion of Gould Pond between Hummingbird and Alpine \$200K, back side of Raven Head from Midnight Walk to Rainbow's End \$200K, Raven Head from Red Fox to Firefly was \$120K.

Commissioner Taber – Will reach out to Wright Pierce for estimates to conduct an environmental review on 3 roads and find out what the final number will be on the project funds. Also check with DES if we can purchase two more PRV's and ask what the price is and what the cost will be for the environmental reviews to be done.

Commissioner Carr – Would Wright Pierce be able to recommend 3 roads to us and do they have information that backs up those recommendations?

Commissioner Auger – Yes. In the past we used the recommendations from the 2020 asset management that we completed. There are recommendations in this report and the details of the roads. We also have the 2021 and 2022 that we can look at.

#### **Review and Sign MS-535:**

- Commissioner Taber - Auditors finished most of the audit and were able to provide MS-535 which I shared earlier that we need to get that signed and uploaded to the DRA portal. That is one element for the tax setting portion of the season. Until we get that it will hold up the whole tax setting process. Did either of you have a chance to review that and have any questions?
- Commissioner Taber – Explains the process to Commissioner Carr

Commissioner Taber makes a motion to submit the MS-535 period ending Dec. 31<sup>st</sup> 202 as submitted by the auditor. Seconded by Commissioner Auger. All in favor. I. Motion has passed.

#### **Review of Driveway Permit:**

- Commissioner Taber – This week we had a resident apply for a driveway permit and water connection on Huntington Dr. The property is at the corner of Melody and Huntington. The drawing was presented to the Commissioners for review. Any discussion on this submittal?

Commissioner Auger – Water runoff?

Commissioner Taber - At least from what I've seen, the portion on the hill is flat terrain on that side of the proposed driveway. It does bank to the ditch line a bit on the opposite side of the roadway on Huntington. There is a ditch line on both sides of Melody and the water follows down to the brook. Because of lack of visibility around the corner and the speed coming up on Melody as well as the proximity of the brook, the town was not issuing a driveway permit on Melody for that portion of the property.

Commissioner Carr – Has the town also approved the driveway?

Commissioner Taber – No. This is a district road.

Commissioner Carr – Is there any specific district regulations concerning driveways?

Commissioner Taber – From what I recall, generally the site inspection is needed and if a culvert is needed, then these items would need reviews and submittals. That is all that I'm aware of. The town requires setbacks and the drawing shows the 15-20ft. setback from the property lines. He is planning on 17ft. off the roadways for parking vehicles.

- Commissioner Carr – I would like to look into the town codes for driveway installations.
- Commissioner Carr – If I talk to the town tomorrow, can we get back together and discuss and approve or disapprove so that we do not hold the resident up on an answer?
- Commissioner Taber - Yes. There are two ways to approve. We can hold an extra meeting to deal with permits only or we would have to wait till the next meeting. Which way would we like to proceed? Commissioners agree to wait till the next meeting.

### **Water Hook Up Permit Review.**

Commissioner Taber – This permit is for the same property that submitted the driveway review. The water line will come in from the left of the driveway and walkway. The other property water line installed last year is just within the property line on their side. The water line will be 5ft off the right of way where the curb stop will be installed.

Commissioner Carr – Do we have depth requirements for water lines? I don't see them here on this diagram.

Commissioner Taber – Yes. It is probably not on the diagram. When the water operators install a curb stop, they install 5 to 6ft. down and then prior to connecting to our system, our water operators inspect their residential service connections to make sure everything is correct.

Commissioner Auger - Why does it say proposed well in the diagram?

Commissioner Taber – That was the last property owner. That was the spot if they chose to do a well.

Commissioner Auger - The lot is too small. Commissioner Taber – correct. That is why he is applying to connect to our water system. Commissioner Auger – Can we get that taken off then? Commissioner Taber – Yes. I can speak to him about this.

Commissioner Auger – I'm fine with the proposal. I just want them to understand that they will not be able to put a well on that property.

Commissioner Taber – Will reach back to the resident and ask for a revised drawing with the elimination of the well and have them resubmit. Then the commissioners will meet and discuss both to finalize and sign.

### **Review and Approve Abatements:**

Commissioner Taber – Fall water invoices have gone out. We have 8 abatements for curb stops and processing. When these are signed and moved to the tax collector so they can generate this abatement on their invoices before they start paying. What I've done is property address and location and mailing address. Are there any questions on those?

Commissioner Taber makes a motion to sign the abatements and send them to the tax collector, Seconded by Commissioner Carr. All in favor. I. Motion has passed.

## **Review Road Agent Agreement Proposal:**

Commissioner Taber – Currently we do not have an active agreement. Reason for not having any active road repairs done at the current time. The proposal for the 12 months is \$164,300 with a potential fuel surcharge if the diesel gas price exceeds a set amount. Anything above this fee will be split by the contractor and the district. Any discussion on this?

Commissioner Carr – What was the previous contract?

Commissioner Taber - \$145,000

Commissioner Auger – Is incidental plowing of parking lots included/  
Commissioner Taber – Yes. Well areas plowing included.

Commissioner Carr – Can we push his contract end to the annual meeting timing? For budgeting, part of the year covers one year's budget and the next year covers the other half?

Commissioner Taber - The contract overlaps calendar year because you are not going to hire someone for January for plowing when they need to have all their contracts in place. So we do this for early Fall. The budget is planned for a X plan increase year over year. This year's contract is above and beyond what we assumed.

Commissioner Taber – I would be willing to propose if the diesel price drops below a predetermined amount that the district would get a rebate of some sort as well.

Melissa Taber – Was he the only one interested in doing it?

Commissioner Taber - This year we were expecting the contract to rollover. Also timing to get paperwork in, we lapsed. We requested a quote prior to the end of August but with everything else going on we missed that. So now we are trying to catch up. 3 years ago, when we did this, there was a singular quote submitted which was well over \$200K and then we found two other bidders. One didn't work out and the other had a reasonable bid in the interim. As he highlighted with no real baseline of the amount of work that was necessary, he proposed a rate and current days costs. The amount of work needed over the past year explains why the increase. At this point there is no one else that I'm aware of that will bid.

Melissa Taber – Just wondering if there was any advertising that went out asking if anyone would like to bid on the proposal?

Commissioner Taber - Understood. At this point we have not done that. Last year there were 3-4 contractors that looked at it and did not want to put in a proposal because of the amount of touch time needed. Others were quoting over 200K.

Resident Question – Where does the town get their fuel? Commissioner Taber – I don't know that.

Resident – Because the town doesn't get charged the state tax or surcharge. So, if Bow can piggy back off the town that will save him money.

Commissioner Taber – We can enquire about this process. I am not familiar with what statute governs this. Resident – I've worked with the town for many years. Every year the town has a specific gas station or place where they get the gas from. At this station, they don't have to pay state tax or surcharge. The school system where I worked took advantage of this. This may save the road agent a lot of money.

Resident – I think this is a lot of money and we should keep our options open but at this time, we don't have anyone. Commissioner Taber – Understood.

Commissioner Carr – The town being a municipality and Bow being a private contractor, they may not let him use the town's fuel.

Commissioner Taber makes a motion to enter into an agreement with Bow Smith for the 12-month rate effective October 1<sup>st</sup>, 2023, in the amount of \$164,300 for road maintenance and plowing support. Seconded by Commissioner Carr. All in favor. I. Motion has passed.

Bow Smith should be out next week to do the 10+ hours of mowing and continue working on the road prep for winter and grading.

### **Other Business Topics:**

#### **Meeting House Building Heating Unit:**

Commissioner Taber – Early in the summer when the heating system was cleaned at the meeting house building, it was noted in the inspection report that the piping was corroded and needed to be replaced. Reached out to the contractor and they provided a quote to test the plumbing lines from the heating unit to the fuel tank by pressurizing the lines. The quoted cost was \$905. If the lines needed to be replaced, this would cost extra.

Commissioner Auger: The lines were corroded?

Commissioner Taber – Yes. Last year around the spring, there were questions concerning shutting the system down because of loss of fuel. Whether or not this was from a leak or unit running a lot, we are not sure. Doing this work and or replacing the plumbing will ensure that there are no leaks moving fwd. into the heating season.

Commissioner Carr – We use Hilltop for other repairs?

Commissioner Taber – Yes. They have done other repairs for us in the past.

Commissioner Taber makes a motion for Hilltop Heating to make the fuel line repairs as needed to the Meeting House building Seconded by Commissioner Auger. All in favor. I. Motion has passed.

#### **Applying For the Aercap Solutions Grant:**

Commissioner Auger - I forwarded an email I got from AerCap Solutions. "If the community has the potential to connect to another water system, they have no match grants up to \$10K. Assuming this is just for investigation/engineering plans. No actual physical work. Where there is no match required and hooking up to another system could be a possibility, it wouldn't be a bad idea to apply for this. It is due Oct. 13<sup>th</sup>.

Commissioner Taber – I saw this email. One question I have that I did not see, does it talk about if you start this grant then you have to move fwd. with it? Because some of this might come from the Asset Management as well.

Commissioner Auger – I don't know.

Commissioner Taber – I think based on what you said we would probably still qualify because it is general water system up to 1K but if you have these source water capacity issues, it is the if/then; then your eligible. My only concern is if we do this are our hands tied and will we be forced to move fwd.?

Commissioner Auger – I can check to make sure we are not committing to anything.

Commissioner Taber – Because some of the asset management program already includes some of this financial modeling/engineering. I didn't see how much of the engineering it includes if there is any hydrology or anything else. 10K will not go along way for engineering support. But it is great that they offer it to get people started. I'm in agreement of applying if we are not committing to anything by applying.

#### **Source Water Protection Act Grant:**

Commissioner Auger – Due Nov. 1<sup>st</sup> through NHDES up to \$25K

Commissioner Taber – These are similar grants that we've applied for in recent years towards security. Items such as fencing or fuel issues around any of the wells or fuel tanks. Is there any ideas on what we would be submitting for in terms of security?

Commissioner Auger – Is the fence still broken from the beaver?

Commissioner Taber – Yes. I think there is an old spare pipe on Patten Hill that we can use to replace that but yes, it is still broken. Depending on the Hummingbird well project, we may be applying for

something next Fall for modifying the fencing in that area around the well and building. So, this is an option. Any other ideas?

Commissioner Auger – I was originally thinking of fencing but if we have extra parts then that takes care of that. The education and outreach program may be interesting. We were talking about the Flapper program. Maybe look in this direction instead?

Commissioner Taber – I'm wondering if we can reach out the contact for this and would something like qualify for inspect and replace of items. Items such as toilet valves leaking.

Commissioner Auger – I can ask about this.

### **Wright Pierce Submittal of Completion:**

Commissioner Taber – Wright Pierce is looking to submit certificate of substantial completion for 20/22 water main replacements. Any objections for them in submitting this?

Commissioner Carr and Auger – No.

Commissioner Taber - We are submitting forms to the state based on our agreements for their annual audits for our funds. These will be going in for disadvantaged businesses which is the district based on medium household income. Part of the asset management, Wright Pierce, is offered to send the cat files to the representative they are using for those designs that have all the information.

Commissioner Carr – Cat files for what?

Commissioner Taber – Water infrastructure and storm water culverts

### **Public Comment:**

Melissa Taber – Eastman Well Communication

Aquaman was here 2 weeks ago talking about what was going on with the process of the Eastman Well. They communicated that it would be about 2 weeks before they would have any more updates. I contacted them and asked if they had any other updated information. They said that their process is done. They were going to hand it off to Wright Pierce Monday or Tuesday and then Wright Pierce will submit it to NH DES.

I also asked about the leaks that were going on in the Huntington zone in concern with the trucking water and he said he is starting to set up to do leak detection.

### **Roadside Overgrowth:**

Linda Garron – The maintenance of the roadside overgrowth hasn't been done for years. Seminole because of the washouts, two cars cannot go down the road. Now we also have a lot of overgrowth which impacts the width of the road. My boyfriend took a commercial mower and trimmed the intersection of Seminole and Greenville. This intersection you can't see around and there have been many close call accidents in this area. Who oversees the mowing in the district?

Commissioner Taber: This year, and to that point it has not been done for several years, last year's budget we budgeted 20hrs. of mowing. Bow Smith is hitting what he thought was the worst of the roads. He started this task already and he is about half done. Next week, he will put another 10hrs. in which should be approx. 2-3 more roads. Under his priority of roads, one of them is Seminole which is next on his list of roads to complete. The town takes care of their roads. The district maintains its own roads. The regulations state that residents are responsible for their properties to cut back overgrowth. 90% of the lots no one is there and a lot gets neglected. Twice annually our summer maintenance contractor is responsible for cutting back intersections for line of sight.

Melissa Taber – We have done some roadside clearing. Is it ok for residents to volunteer and help?

Commissioner Taber – We cannot comment on residents going out and clearing roadways. It is a liability for the district. If people want to clear their own lots or get with other residents and clear their lots that is fine. If it is an organized event through the district, then that is covered under the district's insurance.

### **Deerpoint Road Repair:**

Joanne Staples – Will the road agent be able to fix the top end of Deerpoint?

Commissioner Taber - That has been addressed to Bow Smith. The bottom portion of the road where he is trying to regain some of the distance of the road prior to the end of Aug. was highlighted that it needed to be finished graded.

Joanne Staples – He put some rock in the ditch for the rain and now we are getting more rain and it is getting worse. That entire section from our house to Gould Pond is bad.

### **Water Trucking:**

Joanne Staples – With all the water being trucked in, I'm assuming that we still have things leaking or is that not true?

Commissioner Taber – No one likes to see water trucked in. The source water capacity violation when we have leaks or the well doesn't perform it forces us to truck in water. We must report all this to the state and keep track of all this to maintain enough water for everyone. Yes, we still have leaks somewhere. All the things we've done in the last two years have improved every single zone but at the same time now we have those areas that are stronger and those areas that haven't been replaced weaker. 30gals a week is 3gals. per minute. It could be 5 leaks at .5 gals/minute that are very small and hard to detect or it could be one leak that is going to be obvious. This is the challenge. Aquaman is currently doing zone isolation to find small leaks. Some leaks are on residents' lines and when we find them, we shut those off and we notify the residents to fix the line. If we find a leak on the district's lines, we get them fixed right away. We include these costs at an "assumed" value in the budget. We are still on budget this year for these repairs. We started trucking water in July. Other years we started in May. We are seeing improvements from what we are doing. Can we say we will get away from trucking. No. The more we reduce the leaks and problems the more savings we get. A day of trucking costs roughly estimate of \$5,000/day.

Linda Garon – Were all the houses built in the same year?

Commissioner Taber – I don't have the information about when all the houses were built but I know this development was done back in the 60's and originally designed for summer cottages and over the years has gone to 75-80% year-round. Since this time as a private developer designed system, all the years they just did band aid repairs. There was no planning for the growth of the district. Over 70% of the nation's system is in decline, that is why these loan programs are giving out money because the infrastructure has been ignored over 70 years.

Is there a reason we just don't start at one end and work our way to the other end?

Commissioner Taber – 2019-2020, we did our first asset management, we went back 10 years and evaluated all the leaks we had and then ranked them. This project focused on the largest number of leaks over the number of years. For example: This road has 15 band aids in it and continues to leak. So that is how the repairs were ranked in priority.

### **Water Meter installs:**

Mathew Cook – Water meter installs, what ever happened with this?

Commissioner Auger – It is water pits only at this point and we have completed twelve. We had a presentation from a water meter company.



**Trunk or Treat:**

Commissioner Auger – Date is Oct. 28<sup>th</sup> Bring your kids. If you want to decorate a trunk, reach out.  
Location: Mailbox beach

Commissioner Taber makes a motion to adjourn the meeting at 8:08pm Seconded by Commissioner Auger. All in favor. I. Motion has passed.

Respectfully submitted by: \_\_\_\_\_ Marc Croatti District Clerk      Date: \_\_\_\_\_

Approved by:

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

Sara Auger, Commissioner \_\_\_\_\_      Date: \_\_\_\_\_

Michael Carr Commissioner \_\_\_\_\_      Date: \_\_\_\_\_