Emerald Lake Village District
Office: 147 West Main Street
Hillsborough, NH 03244
Tel: 603-464-3128
Emerald Lake Village District (ELVD) Monthly
Commissioners' Workshop Meeting
October 22, 2026

In attendance:

Mark Przybyla (Chairman/Commissioner)
Brett Taber (Commissioner)
Lorinda Giarrusso (District Clerk)
Carolyn Renken, Treasurer

Other people in attendance:

Melissa Taber

Roll call of officials completed. The meeting was called to order at 6:35 pm by Commissioner Przybyla. We had a quorum.

Public Comments:

None

REVIEW AND APPROVE DRA REPORTS:

Commissioner Taber stated that Forms MS434 (Revised Estimated Revenues and Form MS535 (Financial Report of Review of the Budget) with regard to the DRA Reports needed to be signed by the Commissioners. Commissioner Przybyla reviewed them.

Commissioner Taber **MADE A MOTION** to approve the drafted Forms MS434 and MS535 for submission to the NH DRA. Commissioner Przybyla **SECONDED THE MOTION**. **ALL IN FAVOR.**

DISCUSSION OF REMOVAL OF PROPERTY LEFT AT BEACHES:

Commissioner Przybyla suggested forming a **VOLUNTEER FALL CLEANUP** of the beaches BEFORE THE SNOW COMES. Otherwise, we will load up any property (i.e. beach chairs, grills, clothes, etc…) left and take to the transfer station. We cannot keep our beaches CLEAN for residents if people don't make an effort to remove any items brought to the beaches.
Commissioner Taber stated that normally, toys are collected and put in the Patten Hill building for storage during the winter. He also agreed about trying to do a volunteer clean-up and we will post the date on our website and FB. Commissioner Przybyla added that we should also check by the dam as some items that had floated down the lake, to the boards, had gotten stuck. **We will set 11/4/2026 as the deadline for any personal property to be removed. On 11/7, we will do the clean-up. If you can volunteer, please reach out to the office, leave a voicemail or through our website or FB.**

DISCUSSION OF ESTABLISHING BOARD POLICIES AND PROCEDURES:

Commissioner Przybyla stated he is working on this, and he will draft them and bring them in for review at Board meetings. Commissioner Taber stated that this review should be, first and foremost, to review established procedures, first, and every week or two. The Board is supposed to review these procedures every two (2) years. I put together about "30-40 items" and descriptions of the duties of each Board member. The tasks are highlighted in green. I tried to outline procedures and steps, showing numbered steps.

FALL ROAD GRADING:

Commissioner Przybyla stated that he had been able to get a hold of Bow. He stated they have come to an agreement about communication. He stated Bow will be grading next week. He will be using a tractor with a large leaf blower, also, as this will speed up leaves being off the road before he grades. The first week of November he will start and finish in the second week of November. It will average about four (4) days a month, for touch up work. Bow stated he has about a half of a day's work left so he can catch up on October work. The roads that get the most wear and tear get the most attention. Commissioner Przybyla said he will remind residents not to park in the roads because otherwise Bow must go around those spots and the road cannot be graded.

Commissioner Taber asked where are we with culvert replacements as he was not able to attend our last meeting? He stated that "based on resident complaints, it does not appear that he's putting in the work, every two days, every other two weeks, on any

maintenance. Bow is supposed to be doing these repairs every other week. I am not aware of any communication coming through about his work and status. I would like to see a bi-weekly or monthly admin report showing what work he did and where the work was done/completed? That way, we can answer residents clearly when they ask or complain and we will know the cost and hours being done to check against our Budget. Pine Glen currently has the most potholes and there has been no attention paid to that in over two weeks. It seems like it has not been given any attention. We need to improve this going forward. I know he is preparing for road grading which should be on every road. I don't know if you (Commissioner Przybyla) or Commissioner Poff have had any communication with him. Commissioner Przybyla stated he did see Bow out, using the skid loader, at Red Fox and Emerald. Bow does know he needs to come back. Commissioner Przybyla stated this report will start at the beginning of the month. He will speak to Bow.

Commissioner Przybyla stated that all Commissioners have iPhones and he will set up a group chat with all of them and Bow. He will highlight which phone number belongs to whom. That way everyone can see what is being done, in real time, and when and whether it was completed or not. Again, that will allow us to answer residents accurately making sure we have up-to-date information. Commissioner Przybyla stated he will set up this chat by tonight. Additionally, Bow will need to complete a monthly report (at the beginning of every month. Bow will need to go over the exact scope of work he has seen that needs to be completed and what he will be doing or has done. We will start this at the beginning of the month.

PROJECT UPDATES:

Meter Pit Installs:

Commissioner Przybyla stated that deliveries have been made. Commissioner Taber stated that he spoke to Aquaman today. They reached out to EJP (Supplier). They told us there was a supply problem getting fusion parts. Commissioner Taber stressed that the original quote did not include fusion components. I did discuss with the Office Admin that the original quote did not include fusion parts and then they changed it to needing a fusion component, but we were told at that time that fusion components were available, and they had them in their possession. I have also stressed to them that Hillsboro's rules state that non-emergency excavation is not allowed after 11/1/2026, so this work **must be completed by 10/31/26!** We have already paid for this work to be completed. We've been trying to get this done for six (6) months). This is THEIR responsibility to get this completed! With regard to the delivery of some components, which was for replacements of spare parts towards the Roadway Project loan. Due to my recent absence, I missed the delivery but I was able to reschedule and they were dropped off at the HB Well site and I have picked them up and will be bringing them to one of our buildings for secure storage, for use as we need them. The intent for these items is that when we have future road updrades/work, we will have some parts to do so.

GETTING A COVER OR LIGHT SWITCH THAT CANNOT BE TURNED OFF AT THE MAILBOXES:

Commissioner Przybyla did email the postmaster and could do this work on Saturday. Commissioner Taber stated he has a conduit clamp already to go; it needs one screw and needs to be laid over the switch so the mailman does not inadvertently or accidently turn the light off and we need to coordinate the timing so this can be completed. Two weeks ago, I replaced the internal lighting in the mailbox. I have one (1) more lightbar that I want to put in there. I will coordinate with the mailman to get the bracket on the light switch. I will text the Postmaster to see if I can do it on Saturday. Otherwise, it may take a couple of weeks. Commissioner Przybyla stated he'll give the mailman his phone number. He lives across the street, and he'll take care of this. Commissioner Taber suggested putting a piece of duct tape over the switch, also.

Hummingbird Well Treatment:

Commissioner Taber reported that there was a mix-up on the delivery of the VFD. "I have been trying to get this done since September!" The Project Coordinator at Wickson Construction states that the electrical and VFD delivery install should be done the week of 10/28 and the well pump replacement on 11/2. The week of 11/9, the inground piping will be hooked up to the distribution system. The Fencing coordinator will be there on the week of 11/9. The generator remains TBD but we're hoping in the month of December.

The current plan, short of any changes, is that once the new pump bypasses the treatment plant, and it will go straight to distribution, until we have a proven treatment plant, as well as approved by NHDES and heat in the building. Because we do not have water in the building, we have not been able to do any testing and don't have heat.

Eastman:

Commissioner Przybyla stated he had spoken to Wright Pearce. They reached out to BlueLeaf and then BlueLeaf reached out to Aquaman. BlueLeaf will start this Project on the 26th and work through November to do their analysis. They will be pumping the well to discharge, between today and Monday, and then they can have clean samples to collect by 10/26. (2-4 weeks is what had been provided as an estimate) Aquaman is aware of the need to run Eastman well to discharge. I don't have confirmation as to what days or how many hours, or what is needed to run it. I did share with Wright Pearce that I felt more hours, vs. one (1) hour each day would be more beneficial We do not need to worry about the electrical, for a couple of days, so we can get a clean water sample.

Other:

Commissioner Przybyla stated that our Contract with Aquaman is up for renewal. Commissioner Taber stated he had a verbal conversation with Craig about what was shared a month ago. They are still interested in doing business with us. We need to have a meeting to discuss changes to the Agreement, that may be taking place, understanding additional Master samples schedules as well as remote monitoring systems, and change in rate to support that as well as Tech repairs and rate structures, fuel rates and all of those other variables. The current Agreement expires 12/31/26. Commissioner Przybyla said he would reach out to Aquaman and coordinate with the Board Commissioners to set up a meeting. Commissioner Taber also added that we need to discuss and act on VOC and SOC waivers which expire in December. He asked that he specifically be added on that email communication. Commissioner Przybyla said he would check on the expiration date and stated, "where we're already in November, we need to act soon:

Missing Manifests:

Commissioner Taber stated the following 2026 manifests are missing and not on our website:

1. January
2. May
3. June
4. July
5. August
6. September
7. October

Carolyn Renken copied these and provided them to Commissioner Taber. He will scan and send them to David for upload.

Capital Reserve Withdrawals:

Commissioner Taber stated that at a recent meeting with the Selectman, they stated they will have another meeting in November and December. I would like to move forward, this evening, with the following two (2) potential withdrawals.

1. Hummingbird Beach erosion repair in the amount of $20,800.00 moving funds from CR 183 (Beach Restoration) and depositing in the General Account of ELVD.

2. Dam maintenance in the amount of $131.56 for replacement of dam boards. This has already been applied to sub-contract expense. Where it is such a small amount, it was decided it was not necessary to make a capital reserve

withdrawal, rather leave it in the existing General Budget as a sub-contract cost.

Commissioner Taber **MADE A MOTION** to make a capital reserve withdrawal, in the amount of $20,800.00 for Hummingbird Beach erosion repairs. Funds will be moved from CR 183 and deposited into the General Account. Commissioner Przybyla **SECONDED THE MOTION**. **MOTION APPROVED.**

Culvert Repairs:

Commissioner Taber stated that we need a separate meeting with Bow once we get his invoices, to discuss culvert replacements. Depending on those values, we need to see if they are already reflected in our Sub-Contractor values, already listed OR do we need to discuss capital reserves to cover that cost. Still TBD.

Water Infrastructure:

Commissioner Przybyla stated that we have just received paperwork from the State to begin loan payments regarding our Water Infrastructure.

Commissioner Taber stated that the final Loan Agreement for Road Project #1141020-07 has come in. The Loan Amount is $1,299,068.68. Loan forgiveness is $1,040,000.00. The amount we'll owe against the loan is $269,058.68. We need to sign docs (page 3 and page 6). The current payment due of $44,050.65 will be due on November 1st. We need to make sure it's done in the next payment run.

Commissioner Taber **MADE A MOTION** to approve this payment, in the amount of $44,050.65, which is due as referenced above. Commissioner Przybyla **SECONDED THE MOTION. ALL IN FAVOR.**

Treasurer Carolyn Renken stated she will run this, over the weekend, and mail on Monday.

Water Meter Project:

Commissioner Taber stated we need to submit our Final Application to NHDES (SRF). Wright Pearce has provided a draft submission. We need to review and submit the Final with some documents that need to be attached. "I propose that we submit our Final Application to NH SRF Program for funding for their Water Meter Project. The Authority to Borrow Funds (naming Mark Przybyla was already Approved) and needs to be attached to the Final. This Authority was approved at our Annual Meeting on 4/25/26. Commissioner Taber will find out if this form needs to be notarized.

A **MOTION WAS MADE** to sign and submit the Final Water Meter Project Application to the NHDES (SRF). **MOTION SECONDED** by Commissioner Przybyla. **ALL IN FAVOR**.

Primex:

The Administrator to Primex is Commissioner Taber. Primex has provided us with next year's premiums. These will be needed for Budget planning. They are not invoices but have been given to us for informational purposes. They did apply our refund check to the Property Liability as we had requested. Next year's rate will be $3,622.00 (flat 3% increase). W/C will be $763.00 (a $5.00 reduction).

Engineer Training:

Commissioner Taber stated that next Tuesday, NHDES Engineer's Training Group will be offering training for Engineering support specifically with regards to our CWSW Asset Management Program update. Commissioner Taber stated he would not be able to attend as he will be in the hospital. He stated, "the current Application focuses on having a different point of view on our assets and data and have classified some of them as high risk (12 assets) or no ratings. We need to review and understand these items so that we can work on completing them and having them for improvements for this year. They've offered a variety of methods". We used the State's Culvert CCDS to capture our data, and we do have it in our GIS as well. We need to, at minimum, identify the twelve (12) high risk assets so we can close them out OR seeing if there is an easier method when collecting the data going forward or capturing it in three Excel base, or any other methods beyond the ARS GIS, so when we have repairs, we'll know what's the process flow for getting it updated in our Management system. . Commissioner Przybyla stated he will attend this training on his laptop.

LEASE AGREEMENT AND COGSWELL AGREEMENT (Town of Hennlker):

Commissioner Taber asked if we received, back, the signed copies? Commissioner Taber stated he did drop a copy of the Lease to the Lease office and Commissioner Przybyla stated we did get the signed copy of the Cogswell Agreement. They will now send us the corresponding bill.

Vendors:

Commissioner Taber stated, "some of our Vendors on the Water Meter Project had stated they were doing propagation studies. Kampstroff (recommended by Wright Pearce) is the only one that has not sent in a propagation study. I will put together a listing and give it to them so they can produce a propagation study and then we'll have similar data from all three vendor providers.

Kiosks:

Commissioner Taber stated that duplicate keys have been made and all Commissioners now have one. The information in the kiosks is not being updated and many of the items are very old and outdated. We also want to add maintenance of kiosks into our

Budget planning for next year. We need to know what the procedure is and whose responsibility it will be. Residents need to know and see the most updated information.

Commissioner Przybyla stated we needed to establish a more effective way to ensure these kiosks get updated. Commissioner Przybyla stated I will make sure there are action topics that are addressed and resolved in the next two (2) meetings. Commissioner Taber said that it would be very beneficial.

Lake Lowering:

Commissioner Przybyla stated this will be completed by this weekend. He reminded the Board that **the bottom board in the Dam MUST stay in place.** The Board will decide in the Spring as to the condition of all dam boards. These boards will stay at Patten Hill during wintertime. Commissioner Przybyla stated he will take the boards to Patten Hill. Lastly, Commissioner Taber reminded the Board that we have three (3) extra dam boards should we need them.

Heat at Pump Buildings:

Commissioner Taber stated he will be validating with Aquaman if there is heat set up at all of our pump house buildings. He believes they are with the exception of Hummingbird Beach because there is no water going into the building at this time.

Electric Baseboard Heater at the Mailbox:

Commissioner Taber stated he is still working on getting an electric baseboard heater in. I need to get a baseboard heater and plug it in. There are alternate uses in there for now. He said he would pick one up.

Isolation of curb stops:

Commissioner Taber stated that he is working on isolation of curb stops due to residential leaks. He has drafted invoice letters for those service fees, for reimbursement for one (1) resident at Chipmunk and one (1) resident at Sunrise. Old Lantern is the only one left. Currently, it is scheduled to be installed on the 28th. Commissioner Przybyla said he will follow up with the resident. Commissioner Taber also said he is also drafting up letters on the balances due for the previous installations for two (2) properties at Deerpoint.

Payment Run:

Commissioner Taber asked Carolyn to ask Robert if he can do a payment run after October 10th – 15th. She said she would. “If we need to make adjustments to the Budget, we must know actual figures. Please let me know when he does this”.

Commissioner Taber reminded the Board we need to make any needed vote(s) and review our Budget as year-end is fast approaching.

TRUNK OR TREAT:

Melissa Taber reported that Trunk of Treat will be held at Meetinghouse Beach (also known as Dog Beach) on 10/24/26. It will start at 4-5 to decorate your trunk and 5-6 to trunk and treat. There will be two pinatas. Melissa thanked those residents who donated. The Board thanked Melissa for coordinating this event.

APPROVE 09/17/2026 and 10/1/2026MEETING MINUTES:

Both Commissioners agreed to wait until our next meeting to review these minutes.

TIME MEETING ADJOURNED: **7:44 PM.**

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Mark Przybyla, Commissioner Date

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Brett Taber, Commissioner Date

Respectfully submitted by Lorinda Giarrusso, District Clerk.

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Lorinda Giarrusso Date
District Clerk