



Emerald Lake Village District
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Emerald Lake Village District (ELVD) Monthly
Commissioner's Workshop Meeting
July 2, 2026

In attendance:

Brett Taber (Commissioner)
Mark Przybyla (Commissioner)
Josh Poff (Commissioner)
Carolyn Renken (Treasurer)
Lorinda Giarrusso (District Clerk)

Other people in attendance:

Melissa Taber

Roll call of officials completed. The meeting was called to order at 6:32 pm by Commissioner Przybyla. We had a quorum.

Public Comments:

None

WRIGHT PIERCE AGREEMENT FOR METER PITS

Commissioner Taber stated that Wright Pierce gave us an Engineering Agreement. We have already expended our hours on the other Agreements. Knowing that our estimate is \$60,000-\$65,000.00 out of \$88,000.00 that we have left, in order to cover that, they drafted

an Agreement that listed that the maximum could be up to \$120,000.00. I've already challenged them back that solely for the drawings and engineering, it won't require 110 hours towards the biggest portion of this Agreement. They said, "definitely, it would fall below that". As we monitor the work and hours, we should be able to reduce that amount. it but the maximum would be \$120,000.00 which we can still cover. Commissioner Taber stated that his approach was to not make the amount too low, so we'd have to stop and increase it later. They will have to submit any schematics, evaluations and engineering plans for our Asset Management Plan so it can be updated properly.

We will challenge the hours they submit them. Commissioner Przybyla asked, "this is for the meter pits"? Commissioner Taber showed all the Commissioners the Agreement. This is for two (2) meter pits and three (3) meters. Once this Project is done, it will close out this Roadway Infrastructure Project. Commissioner Przybyla asked, "does this fit with what's already allotted, even up to \$120,000.00? Commissioner Taber responded, "yes".

Commissioner Taber **MADE A MOTION** to approve the aforementioned Agreement up to \$120,000.00 and monitor monthly billing (hours). We do not feel it should meet 110 hours - \$16,000.00). Commissioner Przybyla **SECONDED THE MOTION. ALL IN FAVOR.**

WATER TANK INSPECTION:

This inspection is scheduled for next Wednesday. We are required to provide access to the roof. If we need to have waste removed, it's discharged on site or if we need to get a truck, that would be an additional charge for sediment. The past two times, there's been little to no sediment so any discharge, while they are doing the inspection or any overflow would go in the woods. Normally, within 1-2 weeks, they will provide a documented report as far as condition and any recommendations for maintenance and upkeep of the tank. Currently, I have access to the use of a ladder at no charge. I'd like to discuss with the Board – currently this year, the amount budgeted for not knowing what it would be (we estimated \$5,000.00) and with the discount of paying early, it will be \$4,400.00). With that said, I'd like to take the savings and put it towards purchasing a new ladder (32" aluminum or fiberglass ladder) so we always have free access, so the District has it for use on this or any other projects. The cost would be approximately \$400.00-450,00, which would still stay in our original budgeted amount.

Commissioner Poff asked if this was a third-party company that does the inspection? Commissioner Taber stated it is a regional company that does testing all across the area. Per the State and NHDES requirements, this inspection must be done every five (5) years.

Commissioner Poff asked, "why are we responsible for providing a ladder? Commissioner Taber stated because it's on District property and part of our current Agreement. If they bring their own ladder or lift, they will charge us the rate plus 15%.

Commissioner Przybyla asked, “what happens if their employee falls off our ladder?” Commissioner Taber stated he would put a lift rope on for safety and they should have their own safety equipment as well. Commissioner Przybyla stated, “the Contractor should be providing their own equipment”. Commissioner Taber reminded the Board, if they do, they will charge us the aforementioned fee, and it’s written that way in the Agreement and we do have our insurance to fall back on. Commissioner Przybyla said he was not comfortable approving this. Commissioner Poff asked, “do we have a lawyer that could look at this issue? Commissioner Taber said, “we do”: He will share the Agreement with legal.

Commissioner Taber stated that we may have to have a special meeting on Wednesday morning or make a Motion tonight. They are already in the area and our appointment is scheduled. Our Agreement already says ELVD is responsible to provide access, and we’ve already signed it and submitted it back.

Melissa Taber asked, “why wasn’t a ladder put on the tank, originally”? Commissioner Taber stated that it was not part of the original Construction. He also told the Board that it would cost approximately \$3,000.00-\$5,000.00 to add one now.

Commissioner Poff stated, I see both sides – “saving the District money and we’re already committed by our Agreement to provide access vs. that I believe a Contractor should have their own equipment for whatever work they’re doing. There could be serious repercussions to the District if their employee falls.

Commissioner Taber stated that this is the way it’s been done in the past – the last two (2) years we have provided access. If we cancel Wednesday’s appointment, I don’t know if we’ll meet this schedule for this year.

The Commissioners decided to move forward with the tank cleaning, for this year, and purchase our own ladder for future use.

Commissioner Taber **MADE A MOTION** to purchase a 32-foot extension aluminum ladder with up to a cost of \$525.00. **Commissioner Poff SECONDED THE MOTION. ALL IN FAVOR.**

JULY GENERATOR MAINTENANCE:

Commissioner Przybyla stated that this is scheduled on July 13th to be done by Powers. He stated he did not have a copy of the Contract, yet to see if we’re locked in with Powers Generators. I don’t know if our new Contractor (Generac) could even schedule this in the next six (6) months. Commissioner Taber asked, “what does their scheduling look like?”.

Commissioner Taber stated that the Contract came in in January, but it was not signed and we would have needed to give thirty-days’ notice. (it automatically renewed). We missed the 30-day window to cancel. Budget-wise, we have enough in the Budget if we have to

stay with Powers for this final cleaning. We'll still be in Budget. Commissioner Przybyla stated he will call Powers tomorrow or Monday morning. We didn't sign the Contract as we anticipated changing companies and saving the District money.

ROADWAY MIRROR PURCHASE:

The mirror, by Huntington Road, fell off the backing board. We need a new one. We can order a 36" Polycarbonate outdoor mirror, with two (2) bolts, from Uline for \$210.00. The Budget Line would be Roadway signs. There is \$300-500.00 allocated for this.

Melissa Taber asked, "why doesn't the Town help with the cost?" Should someone call the town? Commissioner Taber explained that the District is responsible for the side roads. For the last six years, the District has been responsible for the mirrors.

Commissioner Przybyla said he was OK to move forward but we should check with the Town. He will call the Town.

Commissioner Taber **MADE A MOTION** to investigate ownership and authorize and approve installation of one (1) secondary roadway mirror up to \$250.00. Commissioner Przybyla **SECONDED THE MOTION. ALL IN FAVOR.**

ROAD SCHEDULE

Commissioner Przybyla stated he reached out to Bow about the calcium chloride disbursement and reminded him that we need invoices. Commissioner Taber responded that I'm trying to better understand what the schedule is: whether it's culvert clean-outs, pits or ditch work at a particular area so Bow is aware what we need him to do. We need to provide Bow with a Priority Agreement of what the work should be. We can at least alert residents of what work that will be on so Bow and the residents are better prepared. At the same time, we should look at one or two different culverts and what the cost estimates will be so we can get them on the Schedule. We're already in summer and it will be gone before you know it. I don't want to wait until Fall and miss out on a benefit that we're already paying for. Commissioner Przybyla said he would reach out to Bow.

Commissioner Przybyla said that the culvert, under Emerald near Midnight Walk is one culvert to look at. It's a 1/2 replacement and then look to clean out Pine Glen corner drain or below the lot. After these discussions, it was decided by the Board that these would be the priorities:

1. A crossing culvert at 38 Huntington - that area and the property owner's driveway. It may or may not need a headwall. We need an estimate on that to make an improvement. It erodes property down the driveway into the roadway. We start losing roadway as it erodes.
2. The top of Pine Glen, at the corner drain or just below that lot. It fills up and floods and erodes the roadway. It is between the last two residents on the even side. It is the second to last culvert.
3. Emerald near Midnight Walk.

Commissioner Przybyla said he will reach out to Bow and give us a quote for all three areas listed above.

Commissioner Taber reported that Chris Berg of Wright Pierce, has been playing phone tag with Blue Leaf on the revision that we requested on their testing and sampling process NOT to include the type tests already completed. He plans to have a revision by next week.

PROJECT UPDATES:

Hummingbird Well Project:

Commissioner Taber reported that Generator has been approved by Wright Pierce. The Order lead time is 20-22 weeks. They are still working on the following:

Final submittals and updates:

1. Transfer switch and controller for pump (from 3 to 1 phase) (submittals due in a week).
2. Electric components are approved.
3. SCADA – control cabinet is built and tested.

I'm expecting a call, by Wednesday, from Wright Pierce and Wickson to see what the planned schedule is to get back on site and finish things as well as plumbing, and where they're supposed to tie in for the backflush supply water for the treatment water vessels. Wright Pierce had assumed it would be a manual backflush process and come from the well supply line BUT the problem is when you're in backflush, the SCADA system turns it off and there is no mixing. So, they had to review where the water supply is going to come from. Aquaman suggested it come from the System Distribution Line. The discharge side so it's clean finished water. Initially they were looking at when they tie into the four (4) inch line then they needed another two (2) inch back flow preventer and a couple of other components. My question to them was, "why can't they not just tie into the existing 2 inch (2") supply line that is solely for the emergency shower and the water heater which already

has check valves and preventers, and we wouldn't have to invest another \$1,000.00 - \$2,000.00 into this. Commissioner Taber said they are evaluating this with their Mechanical Team to see if that tie-in location will satisfy our needs. They will have that answer next week. Part of being able to schedule is for the VFD and well pump. I told them that once those are approved, don't hold up on those as far as having to wait for the generator. The generator will only be an emergency power to maintain the pump. Once everything is in and wired, it will run against the normal 120 and would only be down without the generator a couple of hours or a couple of days for any emergencies. The generator may not even arrive until December. The Project is due to close in December. I've already stressed to Wright Pierce that if it's going to be that close, the timeline for an extension to NHDES is three (3) months. It will need to go to Governor's Counsel, and we'll need to do these three (3) months prior when the extension is needed. We'll have to request an extension to go into Q1 2027.

OTHER:

Commissioner Przybyla stated this is his pet project. He is working on a Central Repository for Project Statuses. He wants to have a system so that statuses, emails, phone messages, etc... so they don't get lost. I will set it up. He asked the Board, "does anyone have a preference between Microsoft 365 or Goggle? They agreed they have no preference".

58 Emerald Drive Driveway Permit:

Commissioner Przybyla asked about the Emerald Drive – Permit for Driveway which appeared to be altered.

Commissioner Taber responded that this had been discussed at a previous meeting. They did originally submit a permit request. We reached out to the State and were told that where the material on the driveway was not really changing, the owner would not have to pay our \$50.00 driveway permit fee. He has to go through the State, directly, for a Shoreland Permit. This is the property that we had attempted to find the curb stops to protect our investment and infrastructure.

Commissioner Taber reported that the original curb stop was found. It had PVC around it. We put an additional gate box around it so that was upgraded. It will be marked under the pavers at the gate box so it will be known which one it is.

The neighboring curb stop was supposed to be right next to it, as reported in detail at the last meeting. It still has not been found. (#60), Aquaman looked with their metal detector. I will look, again, when our metal detector comes back from being repaired, I did meet with the owner of #60 to see where the water goes into their home. It seems to be in line to the prior drawing and our assumptions that it should be in the driveway somewhere.

Aquaman is investing in a Water Detection Line Thumper. When they get it, they can attach it to their line at the home, and they can hear the line and trace it back at a later date. The 2014/2015 schematics show the 18" lines. These were prep drawings not final drawings because of a previous disagreement and conflict with the Engineer. The prep does indicate two curb stops next to each other but also shows another one (60). It could be under the garage, under the septic, etc... It is unknown at this time.

Barrier needed at Autumn:

Commissioner Taber stated that when we talk to Bow, he needs to be made aware of a barrier I put up at 30 Autumn to keep traffic off the side of the road, on the right side of the road. There's a hole there, about two (2?) feet deep on the edge of the road. It's on the odd side.

LAKE WATER TESTING FOR JUNE

Commissioner Taber reported that the beach samples are back. They were all within specs and within acceptable time limits. Commissioner Poff said he would review the schedule for when they are due next and he will come and pull the samples.

CCR's

Commissioner Taber reported that the CCR mailing was completed and mailed to residents. Commissioner Taber thanked all the volunteers and participants that helped. The only thing left to do is to sign electronically and email by the 10th. Commissioner Przybyla said he would do this.

OTHER:

Commissioner Taber reported that he has asked Aquaman to give us a quote for the required **Sanitary Survey** which will be coming due again. We need to calibrate the source water meters/pumps. (NHDES standards state they must be calibrated annually). I asked them – "do they do it or do they recommend someone else to do it and we need to know what the cost will be?"

The other item that was due to NHDES was the **overnight low flow readings** for all of our zone meters. This is part of our water conservation and our Agreement with the State. Aquaman got it out the day before it was due. Over the next six (6) months we should be developing a line flushing procedure and along with the Sanitary Survey, we need to make sure these are added to our Asset Management Plan updates. We haven't been able to do

line flushing because of our source water capacity but developing a process and knowing what we are proposing can put us one more step closer to satisfying the State.

Metal Detector:

The metal detector was shipped out for repair.

Hummingbird Project Change Orders:

Commissioner Taber reported that we received Two (2) Change Order as follows:

1. For the thermostat controls for the Heating system.
2. For the external transfer switch outlet for the portable Generator. (It was not on their original plan.

We want to have all three (3) locations with similar set ups.

The transfer switch system was approved by Wright Pierce, and they will be moving forward with that. The thermostat – there were going to run conduit and wiring the from the heating unit to the sampling wall which is about fifteen (15) feet. Wright Pierce stated that it would take fifteen (15) feet of wire, through the attic and cost \$3,000.00. Commissioner Taber said NO, and told them we'll stick with a manual thermostat for the heating system, and it won't go through SCADA". I'm waiting for their feedback.

Retaining wall needed through Pine Glen/Autumn:

Commissioner Taber reported that on the short portion of Pine Glen (between the bottom and bottom of the hill, that a prior road grading or dumping of gravel must have hit the telephone pole retaining wall, on that inside corner , because it was dumped down the sideway and nothing is being held securely. When speaking to Bow, we need to ask, "How can we secure the telephone pole edge of that road to be able to save the road? It is kicked three (3) feet away from the edge so there's nothing holding that gravel in.

Options for Internet Service to improve SCADA at three other well sites:

Commissioner Taber stated he looked at different plans and felt TDS was the best way to go. We will see if we can get a discount for multiple lines. There is no charge to run fiber, but it may increase in time. Commissioner Przybyla stated we should check and make sure there are no additional charges for installation or running wires.

Commissioner Taber stated that the balance left for this year is roughly \$1,200.00. Next year, on top of the current TDS Budget there will be another \$2,400.00 on top of what we

have now for a full year. Enabling elements would be \$80.00/month, total. Commissioner Przybyla asked that we get more information from TDS. Commissioner Taber stated he will and present them at our next meeting.

PORT-A-POTTY FOR HUMMINGBIRD BEACH:

This has been delivered and is now on the beach.

Road Trimming:

Melissa Taber asked about road trimming. We have put a message out to our residents. The low branches need to be cut to help us to have less problems with travel on the roads. Commissioner Taber reported that this is not covered in our current Contract and would add a cost of approximately \$4,000.00 a year for 100 hours. We've managed in the past with property owners doing their own. He proposed that if owners do these trimmings themselves, it would be helpful and save us money. Please trim back 3-4 feet.

Kiosk Notices:

Melissa Taber that the kiosk at Eastman Beach, has old information from 2023 in it. Commissioner Przybyla said he will look and update.

Keys:

Commissioner Przybyla stated he will also check with Bouchard to see if they still have a set of keys for the well heads.

APPROVE MEETING MINUTES FOR JUNE 18, 2026, MEETING:

Commissioner Przybyla **MADE A MOTION** to accept June 18, 2026, Meeting Minutes as written. Commissioner Taber **SECONDED THE MOTION. ALL IN FAVOR.**

Commissioner Przybyla **MADE A MOTION** to adjourn the meeting at 7:35 PM. Commissioner Taber **SECONDED THE MOTION. ALL IN FAVOR.**

TIME MEETING ADJOURNED: 7:35 PM.

Brett Taber, Commissioner

Date:

Mark Przybyla, Commissioner

Date

Josh Poff

Date

Respectfully submitted by Lorinda Giarrusso, District Clerk.

Lorinda Giarrusso
District Clerk

Date