



Emerald Lake Village District
Office: 147 West Main Street
Hillsborough, NH 03244
Tel: 603-464-3128

Emerald Lake Village District (ELVD) Monthly
Commissioners; Monthly Meeting
July 16, 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

CORRESPONDENCE VIA EMAIL FROM MELISSA TABER WITH SOME TOPICS TO BE DISCUSSED:

Concerns:

Commissioner Przybyla stated he would like to start the meeting by addressing certain issues:

- 1. What is going on with so many vehicles being parked on the roadways?
Are Commissioners following up on these rules?**

Commissioner Przybyla responded that I cannot speak to what other Commissioners are doing but I did post notices, including over July 4th, as I see them but along those lines, I am not going to get into a confrontation with people and I'm sorry but I don't have the time to patrol. There are a few that are habitual. I can see if Mike's Towing can deal with that.

Commissioner Poff stated he has noticed that the roads are far narrower, now, and I see the problem it could cause as it would be difficult for an ambulance or fire truck or police car to come down. We really all should limit this. We don't all have big driveways but as long as safety personnel can get through, that is the most concerning to me. Commissioner Przybyla stated that per our Rules and Regulations, it states that there is to be no parking on the roadways or rights-of-way. Commissioner Przybyla stated he went to Hummingbird Beach and his jeep barely got down the road and those people did get notices.

Commissioner Poff stated that we should let it be known, again, what the Rules and Regulations state and that it is not a parting area. Melissa Taber stated that Mike's Towing should be called on habitual offenders. Commissioner Przybyla stated that by the time I make the notice, they're gone.

Commissioner Taber stated that our Rules are there to give us the ability to tow, and to enforce as needed. Anyone breaking the rule may have the potential to be towed. Whether it's impacting a roadway, or damaging a culvert, we have the ability to tow. Regarding "frequent flyers: – their odds of being towed continue to increase.

- 2. Can you please remind and post to residents that toys need to be cleaned and put away after using them at the beaches. There were many toys left in the grassy areas where the Contractor mows and it is not the responsibility of our Beach Contractor to move them.**

Commissioner Przybyla agreed that the Contractor shouldn't be responsible for picking up items and should not have them in their way when they are mowing. Melissa Taber stated she will not be buying more toys for the beaches.

3. **We need to remind people of the Beach rules and regulations and make sure there are postings at the beaches that the residents can see and scan so they cannot say “there were not aware”. I think these rules should be posted on our Facebook page on a regular basis.**

4. Commissioner Przybyla agreed that toys should be cleaned and put away. He also stated that he is reminding residents that any personal property and/or trash follows our CARRY-IN/CARRY OUT rules. As we’ve previously discussed, we do not have trash cans because we do not have the volunteers to empty them.

Commissioner Taber reminded residents that personal property includes towels, shirts, or shoes and it will be trashed if left on the beaches, if you cannot or will not maintain your own personal property. We are giving fair warning to all residents. “We don’t have the time and energy to save things and then have a pile building up.

Commissioner Poff stated that at the Dog Beach and the other beaches, there are remnants of dog poop, and it appears they are letting their dogs run at-large while they are not swimming.

Commissioner Taber stated that per the District’s safety rules, there is NO fishing within thirty feet of swimming areas for safety reasons. It is absolutely off limits at the beaches.

5. Official form of communication for ELVD to their residents:

Commissioner Przybyla reminded residents that the official ELVD website is where you will find all formal communication; not Facebook. The QR Code does link you to the website with the rules and regulations. Melissa Taber stated the Notice with the QR code is up at the beaches.

Commissioner Poff stated that regarding the Kiosk(s) - I would like to put a new clasp box and get rid of the old locks and have master keys so all Commissioners can get into the kiosks. We were not able to get the second set of keys.

Commissioner Taber stated he will make another set of all the keys and lubricate the ones we have and save the expense and time to get a new clasp box and keys. They have not been used for about 6-8 months, so they need it. He thanked Commissioner Poff for his offer. Commissioner Taber stated he will do this in the next few days and get them to the Commissioners. Melissa Taber stated she color-coded the keys to identify which kiosk which keys go to. Thank you, Melissa!

**Guidelines for Agendas to ensure compliance with RSA 91-A:2:
Posting of Agendas:**

Commissioner Przybyla stated he is trying to give ample time to get these posted. He stated he had been on vacation and apologized for not getting to this sooner. He stated that he did some research and per RSA 91-A:2, unless it's a true emergency, we are required to post at two (2) locations, 24 hours ahead of meeting time and posting on the website counts.

"I respectfully ask that any all information that needs to go on the Agenda be sent to me by Sunday evenings so I have enough time to get the Agenda typed and out to David so he can post before our meetings and the File Clerk can put it up at the ELVD office and it can go in both kiosks".

Commissioner Przybyla stated he could not find a definition as to what defines a true emergency meeting. Commissioner Taber stated that in years' past, how we managed emergency or non-scheduled meetings was - an emergency constitutes any meeting we have to have and is deemed to have less than 24-hours' notice no matter what the meeting is about. (i.e. authorize a Contract, authorize a necessary payment, emergency to spend money, etc...). We have to post notification of the meeting wherever we can.

6. Why isn't there more one-way communication between the Commissioners so all the Board knows what's going on or if the Contractors have questions or if the residents have questions?

Compiling a central/training information source for ELVD and newly elected officials.

Commissioner Przybyla stated he did some follow-up research with Microsoft, and the family subscription does not give us access to the tools we need. G-Suite is our best choice – "the fancy one may require an additional subscription but with the apps included in G-Suite, I think we can make it work and have a central repository for keeping everybody up to date. "Emails get lost". I have not seen a central area to find what we need (RSA's, filing systems, water tests, project folders, for example). I will make sure we put everything on the Google Calendar. I want to have a central repository to clearly identify communication sent from our residents. I hope my legacy will show that we have created easy and accurate information which is clearly available and accessible.

Commissioner Przybyla stated he didn't get to speak to Bow, a lot, as I was on vacation, but we did discuss the hard deadline for the generator contract as it had to go out by Monday.

Calcium Chloride Scheduling and Expenditure Authorization:

Commissioner Przybyla said he did speak to Bow, and he can do the calcium chloride deployment on the last week of July, weather permitting and we need to get any expenditures approved. Commissioner Taber stated "we have a specific budget line for calcium chloride. I believe that one (1) deployment is included in our Contract. We have plenty of material, we just need to cover time and effort to meet our needs to cover 80% of the District. We have enough calcium chloride to last 3-4 years. Commissioner Przybyla stated he will reach out to Bow.

PROJECT TRACKING:

Meter Pit Installs:

Commissioner Przybyla asked what the status of the Meter Pit installs was. Commissioner Taber responded that we did get the Shoreland Permit. Wright Pierce and Aquaman have been notified. I specifically told Wright Pierce and Aquaman that they must make sure everything gets ordered. I directly told Aquaman that we are on a time constraint. I have not heard back from them yet, if those items have been ordered, what the lead time is or the installation date. I will follow up with them, again, seeking this feedback to make sure they know we are approved and they need to move forward.

Hummingbird Well Site:

Commissioner Taber shared some recent updates regarding the generator required to support the Hummingbird well site once fully completed. The proposed generator has been approved and the order for it and the transfer switch has been placed. The estimated lead time is 20-22 weeks from the order date which will bring us to December 2026. Due to this being so close to the final deadline for project completion, Wright Pierce will request a six-month extension for ELVD into CY2027.

The transition and operation of the Hummingbird well site will not be delayed as a result of the Generator delay. The only impact is that if this area of the community loses power while we are using the 3-Phase well pump, the well site will not be able to provide any water until normal power is restored. We prefer that power is not lost.

Additional updates on the Hummingbird well site. Electrical control cabinet was delivered to the site on 7/16/26, electrical connections will be back in progress the week of 7/20/26. Mechanical contractors will be on site the weeks of 7/20 and 7/27.

The well pump contractor is waiting for the electrical wiring before they can swap out the pump system. The estimate for this work to occur will be mid- August. During the same time, Wickson construction will be laying the new underground water supply lines and tying into the Distribution main from the new well lines. The flow will either continue to bypass the treatment building until the state approves the treatment system for discharge to the system, or if approved, it will flow through the building and out into the distribution line.

Some final driveway work, gravel material addition, bollard installations, and ditch line development will occur. Additionally, the fencing contractor will complete their part in late August as currently planned.

BLUE LEAF...

Tank Inspection:

Commissioner Poff asked if the Tank Inspection was completed. Commissioner Taber reported "yes and it passed". They told us that one of the overflow was out of compliance. I will get a 24-inch mesh screen and a rubber gasket to fix this, so we don't have to pay someone else to do it. We should be aware that over the next 3-5 years, we should do the following:

1. Interior floor is stained with a biofilm. It will need a NSF60 approved cleaning agent to clean.
2. Interior piping – continue to monitor condition of coatings.
3. Interior walls to have thorough cleaning.
4. For security, they recommended an 8-foot fence around the tank, but the State's Water Protection Program does not cover that, thus, this could cost up to \$50,000.00 out of pocket if we choose to do that.

Commissioner Taber stated, if need be, maybe we could put some bollards in at the driveway. The next inspection will be required in 2031.

LADDER PURCHASE:

Commissioner Taber reported that he did purchase the ladder discussed at the last Board meeting. It was additionally on sale and came with a stabilizer bracket and the total cost was \$492.00 which was under budget of the anticipated \$500.00 cost. This will help us with future needs and still falls in line with our budget line.

OTHER:

Commissioner Taber wanted to remind Residents that the Resident Communication Flip Boxes are NOT a repository for mail that is not yours. Please, either trash it or put it in the outgoing mail slot.

Fall Water Warrant:

Commissioner Taber stated he reached out to the Town Tax Collector and asked how much of a lead time she needs to process the warrant, I will draft up the warrant and values and will submit them at our next Board meeting and we can review it and ask any questions, and then on our meeting on the second week of August, we can sign it and authorize it and then at that point, we'll turn it into the Clerk; she'll have time to process the mailing and invoices in the month of September and then be able to mail out by the end September with a due-date near the end of October. At the same time, I'll write out an instructional sheet on HOW TO do this, so it becomes an educational benefit to others, in the future.

TDS site visit for fiber:

Commissioner Taber reported that tomorrow, we are doing the site visit with TDS to see what they need to put in fiber. This will be done at three (3) locations. They will let me know when they schedule and I will put up inspection times and installation dates, so everyone knows. It will be just under \$70.00 a month once they get those services in place. This will help with SCADA.

Powers Generator:

Commissioner Taber reported on the standing Agreement we have with Powers that he reviewed. The invoices that we received that were generated for this cycle for generator maintenance were NOT in line with those Agreement values. Some are over and some are under – if we challenge them, it could be more of a problem than a help. They may have simply done it on an hourly rate. “I’m fine with leaving it the way it is”. Thus, when you see the invoices and recall the Agreement values, now you’ll understand this is why.

Current Percent of Budgets used so far:

Commissioner Taber reported that as of the end of June 2026:

- a. Water Budget – 32% consumed.
- b. General Budget - 50% consumed. *

* It happens to be the timing.

Primex Training:

Commissioner Przybyla stated that this is an annual requirement and he will make an appointment.

ROADWAY MIRROR PURCHASE:

The new mirror has been hung.

Auditor visit:

Commissioner Taber reported that the Auditor will be here on the evening of July 29th. He will need us to provide balances. This is regarding the 2025 Audit. We've already sent him a lot of information, electronically.

APPROVAL OF JULY 2, 2026, MEETING MINUTES:

Commissioner Taber asked for the following corrections to the Minutes:

- 1, Page 1 & Page 2 -Wright Pierce Meter Pits. Where it says \$120,000.00 it should only read \$20,000. (total of 4 places)

Page 3 – on the middle of the page - how we've done it in the past as far as access to the tank. You had written the last two years. It should read the last two inspections (not year).

It was decided by the Board to wait until the next meeting to finish review of these Minutes as Commissioner Przybyla had been on vacation and was unable to review.

Commissioner Przybyla **MADE A MOTION** to adjourn the meeting at 7:24 PM.
Commissioner Taber **SECONDED THE MOTION.** **ALL IN FAVOR.**

TIME MEETING ADJOURNED: 7:24 PM.

Brett Taber, Commissioner

Date:

Mark Przybyla, Commissioner

Date

Josh Poff

Date

Respectfully submitted by Lorinda Giarrusso, District Clerk.

Lorinda Giarrusso
District Clerk

Date