



Emerald Lake Village District

Office: 147 West Main Street, Hillsborough, NH
Mail: PO Box 1753, Hillsborough, NH 03244
Tel: 603-464-3128

Thursday August 6, 2026 @ 6:30 PM
Workshop meeting
Location: Main Office

In attendance:

Mark Przybyla – Commissioner, Chair
Brett Taber – Commissioner
Carolyn Renken – Treasurer

Residents in attendance:

Melissa Taber
Mark Rodier

Meeting was called to order at 6:30 PM by Commissioner Przybyla. The pledge of Allegiance was performed and roll call vote was taken. A quorum was present with at least two commissioners.

Public Comment:

Resident Mark Rodier posed a question / concern over the recent road condition at the intersection of Gould Pond Road and Red Fox Crossing due to recent storm activity. The storm generated some erosion in the middle and across the width of Red Fox Crossing where the roadway water drainage failed to follow a ditch line towards a catch basin and thus flowed through the center of the roadway. Mr. Rodier shared that this area has seen issues like this in the past with the severity being varied from minor to gross ruts in the roadway.

Mr. Rodier further shared that he had reached out to a contractor he is familiar with that performs paving and shared a verbal estimate he received from that contractor for paving the

intersection of Gould Pond Road and Red Fox Crossing past the intersection of Moccasin Trail. The rough estimate shared with the board was a value of \$12,000 to \$13,000. Mr. Rodier even assumed if extra work was needed it might not be more than \$15,000.

Commissioner Przybyla shared that the topic of possibly paving the Intersection and its respective timing was already a topic the board was investigating. Although direct budgeted funds were allocated for this Calendar year (CY); conversations have occurred over the last several months as to what the timing will be for the repaving of Gould Pond Road by the Town of Hillsboro. Commissioner Przybyla shared that he had a conversation with the new road agent for Hillsboro and that currently budget decisions have been ongoing within the town and that there may not be adequate funds available in CY27 to pave Gould Pond Road until a future year. It was noted that the board would work towards obtaining more budget planning details from the Town of Hillsboro Selectman and the roadway repair options they have before them.

Mr. Rodier further asked what funds might be available towards just doing this although it was not planned / budgeted for this CY. He asked what the current balance was that is within the Roads and Bridges (Capital Reserve Fund) CRF account. Commissioner Przybyla shared that the fund had a balance of roughly \$95,000.00 at the end of CY25. He asked why we can not just do this with some of those funds since the Commissioners are listed as agents to expend said account funds.

Commissioner Taber shared some additional comments on this topic. Although it was just learned that the town is not positive yet as to which roads will be repaired in CY27 through their budget, the towns highway foreman shared with Commissioner Przybyla that they could work with the ELVD road agent to improve this area for water flow direction and drainage. This intersection is at the base of a hill, and the water flows down the side of the roadway (on the pavement) and does not have its flow directed towards the catch basin for this intersection drainage. This causes the water to flow toward the center section of the roadway and causes direct erosion issues. Additionally, the board will be following up with the ELVD road agent to inquire about the timing of addressing road conditions since the current agreement indicates road dressing activities would occur at least every two weeks during the summer months. The board realizes that same day or even within a few days is not always possible, but knowing the attention is needed on any of our roadways is important to all of us.

Commissioner Przybyla will be following up with the ELVD road agent as to his plan to address this topic as well as other tasks the board wishes to complete this CY and supports the Contractual agreement.

Commissioner Taber further shared that the concept/ idea of paving some sections of district roads has been on his plate for over a year now and he has been working to identify/ develop a desired work specification in seeking quotes for this project. In the initial conversations with the prior Town of Hillsboro Road Agent – Ernie Butler; Gould Pond Road has been on the list for several years now for its need to be repaired. He noted that the town did not want to pave the roadway over the last two+ years due to ELVD water infrastructure project taking place and it would have destroyed new pavement while also requiring ELVD to pay for the repairing of the new pavement. Since that time, the ELVD Board of Commissioners will

have completed the roadway water infrastructure projects that impact Gould Pond Road by the end of CY26. The intent of this would then support Gould Pond Road to be repaired /repaved with no planned work to damage that roadway for several years to come.

The concept of performing ELVD paving was derived from this delay in paving Gould Pond Road so that LEVD could plan, develop quotes, seek out funding at annual meetings, and/or plan for CRF use as a full project. The idea of seeking quotes for the placement of roughly 12 intersection aprons (20 feet deep from Gould Pond Roadway) started along with seeking options for two extended options on Red Fox Crossing, (just past Moccasin Trail, and just past the bridge and Zone meter pit valve locations on Red Fox Crossing).

Commissioner Taber shared that this too would provide future maintenance and water system troubleshooting cost savings. EX: If a water leak is present during the winter and the main gate valves need to be dug open from the frozen ground, that causes additional hours of water loss along with additional labor cost for the repairs. Many of our Roadway main gate valves for these intersections could then be lifted to present themselves at the roadway surface and save time for any future water shut off need. Additionally, the starting or launching of vehicles from the ELVD roads onto Gould Pond Road develops tire ruts and additional erosion at the planned intersections. Having that reduced will improve traction for entering the main roadway as well as reduce maintenance. Performing this work along with the timing of the town doing their portion has the potential of saving/ sharing some deployment costs across the entire town instead of ELVD covering the cost for 2X deployments of equipment.

More planning is in the work towards this plan. Once we have more details about the Town of Hillsboro's timeline, quotes, etc.; the board will share with residents and seek final approval.

Commissioner Przybyla noted that he would like to work on a long-range roadway/ Storm water development plan (10-year goal) as we move forward.

Mr. Rodier had a couple additional questions and options he asked the board to review further. Question 1: What amount does ELVD pay for the leasing of our roadway contractor lot located at the intersection of Gould Pond Road and Ellenbrook. Why are we not able to use Patten hill well site properties. Commissioner Taber shared that the lease cost is \$500.00 per month. *Notes on this topic* - As for the use of Patten hill well sites, this was planned as a future option for summer / wintertime material storage options. However, springtime has load/weight restrictions in place for the town roads and dirt roads (Patten hill) that would restrict us from moving heavy equipment and materials continuously in that area. This area is currently a staging area for various project materials and has supported ELVD over the last several years with being able to store roadway material on sight and save thousands of dollars on transportation costs. The use of Patten hill well sites also would limit the storage of fuel and equipment for long term storage due to well site safety radius.

Question 2: due to ongoing Contractor costs or finding a contractor willing to work for ELVD has been challenging over the last several years. Mr. Rodier asked if the board has looked at or planned to look at if we were to obtain our own District maintenance equipment and employees for future options? Commissioner Taber shared that this topic has been discussed

several times over the past several years when ELVD was seeking out contractors. This brings in several new challenges to plan for along with maintaining the service while a contractor is still working with ELVD. Commissioner Przybyla shared that he would be having some conversations with the current ELVD road agent to try and understand his long terms goals/ desire with ELVD. Currently the agreement is for a single year and is tentatively completed on May 31, 2027, as of this meeting. Depending on what feedback the current road agent can provide on this topic, that will provide the board with directions to review/ plan for.

In closing this section of the meeting, Commissioner Przybyla noted that he would get back with some responses to Mr. Rodier and share updates on the topic discussed as we obtain any updates.

New topic of roadside clearing/ tree clearing –

Commissioner Przybyla introduced the topic/questions related to Roadside trimming/ tree removal and shared some statutes he felt applied to the question presented to him by a resident that email him asking about why roadside trimming/cutting was occurring on their property. The NH statutes that Commissioner Przybyla shared were NH RSA 231:145 & NHRSA 231:146. See statute wording below. These two statutes govern mostly the identification, declaration, and communication of when trees need removal to the property abutters of the roadway. Other statutes govern the roadside mowing and require roadway clearing within the road right-of-way. See NH RSA 231:150 further below.

231:145 Removal of Certain Hazardous Trees. – Notwithstanding the provisions of other sections of this subdivision and subject to the provisions of RSA 231:157 and RSA 231:158, the commissioner of transportation on class I and III highways, and state maintained portions of class II highways, and the governing bodies of cities and towns and the county commissioners for unorganized places on class IV, V, and VI highways and town maintained portions of class II highways may declare any tree, either alive or dead, situated within the limits of highways, roads, or streets to be a public nuisance by reason of danger to the traveling public, spread of tree disease, or the reliability of equipment installed at or upon utility facilities authorized under RSA 231:160 or RSA 231:160-a. After such declaration by such authority and notice to the abutting landowner on whose property such tree is located the said authority shall within a reasonable time remove the same without compensation or cost to the abutter. However, no such declaration and notice shall be required when the delay entailed by such declaration and notice would pose an imminent threat to safety or property, including electric transmission and distribution lines. Nothing in this subdivision shall be construed to relieve the public utility companies of their accepted responsibility of tree trimming and tree removal for the protection of their lines, or for the construction of new lines, or to alter the provisions of RSA 231:150-182 in any manner. The state and municipal authorities may require of the public utilities owning lines which pass through or near a tree or trees which are condemned for removal as a public nuisance to assist in their removal at their expense by either the temporary removal of their lines or by causing to be removed at their expense the top portion of said tree or trees from a point below their lines.

231:146 Notice. – Notice to the abutting landowner of a tree declared a public nuisance shall be given by delivery at his place of residence or by sending by registered mail to his last known address and it shall clearly state the intention of removal of such tree. He may appeal to the superior court as to the validity of such declaration within 30 days of delivery or mailing of said notice, and shall be entitled to a speedy hearing. The final judgment upon every appeal shall be a decree dismissing the appeal, or vacating the declaration complained of in whole or in part, as the case may be; but in case such declaration is wholly or partly vacated the court may also, at its discretion, remand the matter to the said department, city, county, or town for such further proceedings, not inconsistent with the decree, as justice may require. Following expiration of the aforesaid 30-day period of appeal, or following waiver of said right of appeal, the abutting landowner is relieved of any liability or responsibility in connection with the tree or trees declared a public nuisance and similarly is relieved of any liability or responsibility in connection with any stump or stumps left remaining.

231:150 Clearing Highways. – Governing bodies of cities and towns, and county commissioners for unorganized places shall annually, and at other times when advisable, cause to be cut and disposed of, from within the limits of town maintained highways, all trees and bushes that may cause damage or pose a safety hazard to such highways or to the traveling public; provided however that no tree which has a circumference of 15 inches or more at a point 4 feet from the ground shall be removed in the absence of notice to the abutter in the same manner as provided in RSA 231:145 and RSA 231:146, except when the delay entailed by such notice would pose an imminent threat to safety or property. Shade and fruit trees that have been set out or marked by the abutting landowners or by the town tree wardens, and young trees standing at a proper distance from the highway and from each other, shall be preserved, as well as banks and hedges of bushes that serve as a protection of the highway, or that add to the beauty of the roadside.

Both Commissioners present shared that efforts to keep costs down for taxpayers have been done by using personal time/ organized volunteer time to trim the right of way portion of many of our roadways over the last several years. Some years commercial mowing was reviewed as options and to try and understand the cost to taxpayers. Commissioner Taber noted that ELVD had some excess funds in 2023 and tested out the commercial mowing option. We only had about 6 roads mowed and the cost was an estimated \$4,000.00 (rough recollection). Both Commissioners noted that our District roads and rules recommend that property owners trim their property back to prevent roadway encroachment by any / all vegetation. Commissioner Przybyla shared that he believed that if damage resulted by trees/vegetation as a result of failing to maintain, the property owner could be the party that is held responsible since they physically own the land. The district merely has the right-of-way to access aid in providing roadway safe travel access. Both resident present (M.T. & M.R.) commented that if property owners already mow their lawns why would they not keep the roadway edge clear as well. Commissioner Taber noted that we do not know why some residents approach this in the manner that they do. Some might want it as ornamental flowers, privacy views, etc. He further noted that the largest

encroachment areas are located on undeveloped properties and the landowners are not even here in the district to address this themselves.

Commissioner Taber shared that ELVD would continue to review options for roadside trimming and when work is to be done, that communications would be shared through our approved communication methods to residents as well as roadway posting.

Communicating to/ reaching residents methods-

Commissioner Przybyla posed the question seeking to understand better what are the preferred/ actual methods that ELVD uses to communicate with residents on any topics. Commissioner Taber shared that along with the use of our ELVD official website (elvdnh.com), FB page (ELVD official), and required mailings (address obtained from property cards), that anytime the board interacts with residents by means of phone or email, that an attempt is made to add those contact methods to our water user data base spreadsheet. From there we can develop roadway distribution lists or other types of distributions in the event it needs to be focused on a particular area. Commissioner Przybyla asked how we log anyone responding to the Volunteer sign up submission located on the district webpage. Commissioner Taber shared that this is a manual submission and understands that it generates an email to the board members that then can contact the volunteer and/ or add to the contact details to the water user database. Commissioner Przybyla noted he wants to investigate methods of having more visibility / use of our website and FB page after he reviewed site analytic data usage. He will continue to review communication options such as mail chimp in case required notices by NHDES can be issued in a manner other than a physical mailing to each property owner.

Office processes-

As a result of prior meetings and discussions about developing various procedures and task timelines, resident Melissa Taber asked Commissioner Przybyla if he knew about the “tickler file box”? She explained to him from the prior years’ experience in assisting on topics, that the guidance or suggested tasks are on the office desk available to see every month what might need to be done to meet deadlines. She shared the file with him for further reviewing.

Audit supporting Cy25 financial report status-

Commissioner Przybyla apologized for not being able to make it to the Audit support meeting but was unable to make the 5:00 PM start time. Commissioner Taber shared that he and the Treasurer (Carolyn Renken) were able to support the Audit review and answer all the Auditors questions at that time. Final review of the data and drafting of the final report will now move forward. The Auditor will draft the financial data sheet MS-535 and submit it for approval and posting.

Pending Water Warrant issuance for 2nd issue(fall) Cy26-

The discussion of the upcoming water warrant submission to the town is seeking the balance of the water system operating budget balance for CY26. Commissioner Taber shared that the initial rough draft value for the water warrant will be \$360,905.00 and this covers the current estimate of 551 water user accounts all with a proposed invoice of \$655.00. If the water user count changes, it will modify the invoice value for all users slightly. The final values will be noted on the August 20 meeting.

Commissioner Taber will share the financial data with the board members for their review along with any Abatements needed to be generated prior to the August 20 meeting date. At that time the discussion and vote of approval along with signatures will be needed to meet the deadline of submitting the documents to the Town Tax Collector by August 27, 2026.

Lake Drawn preparation & beach closure preparations-

The conversation was started as to what the timing needs to be for sharing with residents about the Lake Drawdown timeline. Commissioner Taber shared the following suggestions:

- 9/1/26 – Resident notice posted sharing that Lake Drawdown to begin October 1 or later.
- 9/20/26 – Porta-pots removed this week
- 9/30/26 – All rafts to be pulled prior to lake draw down commencing
- 10/1/26 – or later, begin draw down of roughly 6 inches per week
- 10/20/26 – final completion of lake drawdown

Insurance rebate –

The topic of how ELVD would like to handle an insurance premium rebate of \$54.00 from our carrier (Primex) cost savings in CY25/26. The savings were identified as part of the Workman's compensation policy costs. The board discussed two available options: 1 – to accept a payment in the amount of \$54.00 this CY and to deposit that against our water budget insurance lines. 2 – to accept a credit against the CY27 invoice not yet developed.

A motion was made by Commissioner Taber to accept the funds and apply against this Current year budget, the motion was seconded by Commissioner Przybyla. A voice vote was held with a yes from both Commissioners, motion passed. Commissioner Taber will respond to the Primex insurance carrier sharing the choice made by the board.

Project updates-

Installation of meter pits – Commissioner Taber shared that the last communication he had with Aquamen was that they would have a schedule / timeline available to the board by end of day on 8/7/2026. From there the board is seeking to be able to complete these tasks and allow the 2024 Roadway infrastructure project closed out this CY.

Eastman well update – Commissioner Taber shared that a follow up communication with Wright Pierce was made earlier this week seeking the amended treatment option proposal be shared with the board for review. The reason for the amended treatment option was that the initial testing plan already included testing steps previously completed and the Board did not want to pay for the similar testing again. The board now waits for the proposal to be provided.

Overwatch updates – Commissioner Przybyla shared that he was working with Overwatch now that we are nearing the end of our 1st year for these safety / security processes. An audit will occur soon to ensure systems are operating properly. Commissioner Przybyla will be seeking out our 2nd years training requirement and how we can complete them. Additionally, Commissioner Taber noted that due to this being a (3) three-year project, ELVD would need to develop and understand financial costs of this support moving forward after the three years are completed.

Beach water sampling - Commissioner Taber shared that the last month of sampling is due for CY26. The sampling can be done any day through the end of next week to align with the timeline of the prior two months. Commissioner Przybyla noted that he has not had the ability to perform or take the actual samples over the past year's timeline due to various weather and schedule conflicts. He wished to try and support this schedule in taking part in the sampling process. A date will be reviewed to plan for sampling and a date that Commissioner Przybyla will be able to transport the samples to the lab in Concord, NH.

If Commissioner Przybyla is unable to transport the samples on his way to work, resident Melissa Taber offered to assist in dropping off the samples on most mornings next week if the support is needed. She was thanked for her offer and will be notified if added support will be needed.

Meeting minutes approval for July 16, 2026 – Commissioner Przybyla inquired if there were any notable amendments needed to post against the July 16, 2026, meeting minutes. None were noted. Commissioner Przybyla made the motion to accept the minutes as written; Commissioner Taber seconded the motion. Voice vote was held with a yes vote from both Commissioners. The Motion passed.

Hummingbird CO#6 – Commissioner shared that a Change order (CO) was required to support additional piping flow changes and added excavation for the external piping from the treatment building to the well head due to a previous basement cement structure in the way of completing the piping connections. The added costing supports up to 3 added days of work, equipment and materials. The added cost was communicated at the meeting to be less than \$14,000.00 and could fall under contingency costs depending on the overall cost once the project is completed. Upon further review of the CO, the value of the change indicates it is \$12,476.35.

Commissioner Taber Made the motion to accept and approve CO#6 for the value of up to \$14,000.00 as part of the Hummingbird well project. Commissioner Przybyla seconded the motion, voice vote was held and both Commissioners voted yes, Motion passed.

Water system communications – Commissioner Taber shared the latest update on the installation of our Internet communications for our water system needs. As of today’s date, the following well sites had internet support added: Mary Rowe well site, Hummingbird well site, and Patten hill 7-8-9 wellsite.

A motion was made by Commissioner Przybyla to adjourn the meeting at 7:45 PM. The motion was seconded by Commissioner Taber. A voice vote was taken with yes from both Commissioners. Motion passed and meeting was adjourned at 7:45 PM.

Minutes submitted by:

Brett Taber _____ Date: _____

Approved by:

Commissioner Przybyla _____ Date: _____

Commissioner Taber _____ Date: _____