

VILLAGE DISTRICT OF EASTMAN  
COMMISSIONERS' MEETING, AUGUST 12, 2015  
PUBLIC SESSION, FINAL MINUTES

In attendance: Commissioner Duncan Wood, Commissioner Robert Fairweather, Commissioner Robert Parker, Treasurer David Wright, Deputy Treasurer John Macdonald, Business Manager Amy Lewis, Operations Manager Tim Hicks and Water Operators Norm Ruel and Josh Ruel.

The meeting was called to order at 1:00PM by Commissioner Fairweather.

**MINUTES:**

The minutes of the July 15 meeting were amended to reflect the type and age of the water main pipe on Longwood Drive, and that replacing that pipe would be too great a project to fund over one year. By replacing gate valves on Longwood, this will enable smaller sections of the water main to be closed when repairs need to be made. Commissioner Wood moved to accept the minutes as amended. Commissioner Parker seconded; the motion passed unanimously.

**FIELD/OPERATIONS:**

Potable

The Snow Hill leak was located on a service line on Summit Drive. The property owner contracted to repair the line on August 9; two leaks were found in the service line.

Source 5 is back online with a new pump and motor. The pump manufacturer, Franklin Pump, recommends replacing the variable frequency drive (VFD) for S5 with a Franklin VFD. This would extend the pump and motor warranty from one year to three. The board concurred that replacing the VFD to match the new pump and motor was worth the cost to extend the warranty. The VFD will be ordered.

A bid has been received to replace valves and pipe on Putter Drive. There is currently one gate valve at the intersection of Putter and Longwood Drive, but it is inoperable and needs replacement. Rather than replace the pipe in addition to the Putter gate valve, the board would like additional gate valves placed at intervals on Longwood, in order to isolate specific areas better during repairs.

The operators are tracking where new valves are being installed, as well as the locations of new pipe as repairs are being made.

Wastewater

The Wastewater Advisory Committee met on July 30 with Underwood Engineering to review the status of the effluent disposal proposal. Final design target date is October 2015 so the bidding process can begin. Yet to be decided is whether we address the borrowing for the project at the 2016 Annual Meeting, or wait until 2017 in order to build up additional cash reserve. The current disposal permit in 2018.

The operators have taken over the weekly sampling requirements for the sewer and are comfortable with the routine.

Commissioner Wood had a discussion with David Wood of the Eastman Woodlands and Wildlife Committee regarding the Brookridge disposal site once the disposal system has been installed. We will be supplementing the area with native flora to encourage plant diversity. Commissioner Parker suggested speaking with Mike Gornert about the types of seed used on the golf course.

**FINANCIAL:**

Potable

The budget was reviewed. We are running high on electrical and labor expense, which can be correlated to the leaks and breaks in the system. To compensate for a leak and or break, the plant runs more frequently to keep the tanks filled, which drives the electricity cost up.

Receivables were reviewed. Outstanding receivables are higher than average; statements will be sent at the end of the month. Of the four shut-off notices sent, three have been paid. The fourth customer has promised payment in full by August 15. Service will be suspended without further notice if this payment is not received.

There is a CIP reimbursement request that encompasses wastewater reimbursements as well. After review, Commissioner Wood moved to request the Trustees of the Trust Funds to reimburse the District as outlined on Exhibit A, dated August 11, 2015, for capital funds expended in the amount of \$107,373.61. The motion was seconded by Commissioner Parker and was unanimously approved.

Treasurer Wright said that there is also a possibility of being reimbursed for the overtime expenses for the operators while on a main break. Currently all charges incurred on a main break, with the exception of operator labor, is reimbursed from the Water Mains & Valves trust fund. According to the trustees, the labor reimbursement would fall under the definition of the fund. To date, the district has incurred around \$6k in labor (straight time and overtime). The commissioners saw no issue with requesting the reimbursement of the labor.

Wastewater

Receivables were reviewed. Quarter 3 billing will be mailed the first week of September.

There is one property currently in bankruptcy that is potentially being sold. Outstanding amounts for sewer have been submitted to the realtor handling the property.

**NEW BUSINESS:**

The 2015-2016 SRF loan ratings were published by DES; the District is #17 of the approved projects to receive funding for this cycle. This SRF loan could help start the wireless metering. A portion of the loan will be forgivable, but we will not know the percentage until the project is complete. An article will need to be on the 2016 warrant to approve the funding.

**OLD BUSINESS:**

Office building: Commissioner Wood moved that the VDE formally request from the ECA a perpetual easement for lots SG105 & SG106 for the purpose of constructing a building to house the offices of the VDE, in anticipation of the future demolition of the existing ECA/VDE office building. Commissioner

Parker seconded and the motion passed unanimously. Lewis will draft a request letter for review and forward to Ken Ryder.

Another possible manufacturer of the modular constructed homes is Lavalley's, which has a branch in Claremont specializing in modular construction. Lewis and Hicks will contact for more info.

Lewis is working to get a septic designer to review the lot in order to request test pits to determine where the septic system could go.

Bog Brook: Horizons Engineering is working with Hansen Bridge to develop updated plans to submit to DES. These plans will show the amended grading with the bridge, rather than the culvert. The materials for the bridge have been delivered to Hansen and are in New London.

Solar: DES has asked that a waiver request be filed in order to proceed with the solar project. Informal approval was given November 2014. Commissioner Wood will draft a letter to submit to the DES with the system specifications provided by ReVision Energy.

**OTHER:**

A memo will be sent to the ECA to request specifically what is expected of the VDE regarding the current office situation. In addition, a second memo requesting an outline of the previously discussed road repair procedure will also be sent. This memo would be for next year. Commissioner Fairweather will forward these memos to Ken Ryder.

2015 Meetings:

September: Wednesday, 9/16, 9AM

October: Wednesday, 10/21, 9AM

November: Tuesday, 11/10, 9AM

December: Wednesday, 12/16, 9AM

With nothing further, the meeting adjourned at 3:25PM.

Respectfully submitted,

Amy Lewis  
Business Manager  
Village District of Eastman