

Village District of Eastman  
Commissioners' Meeting, December 17, 2014  
PUBLIC SESSION, FINAL MINUTES

In attendance: Commissioner Duncan Wood, Commissioner William Sullivan, Commissioner Robert Fairweather, Treasurer David Wright, Operations Manager Tim Hicks, Business Manager Amy Lewis and Water Operators John Fellows and Norm Ruel.

The meeting was called to order at 8:00AM by Commissioner Sullivan.

At 8:05, Commissioner Wood called for the board to move into executive session to discuss personnel, as determined by NH RSA 91A:3,II(a); by polled vote, unanimous. The staff was excused from this session.

The board returned to public session at 8:20; staff rejoined the meeting.

**MINUTES:**

Commissioner Fairweather suggested one change to the minutes of November 19, 2014 to clarify a line description in the budget worksheet. Commissioner Fairweather moved to adopt the minutes as amended. Commissioner Wood seconded; the motion passed unanimously.

Commissioner Fairweather moved to adopt the minutes of December 3, 2014 as presented. Commissioner Wood seconded; the motion passed unanimously.

**FIELD/OPERATIONS:**

Potable

The Source 1A VFD was replaced but is still faulting. The pump is being inspected December 18. Sources 1B and 1C are running fine but at a lower frequency. The original VFD from 1A will be tested to see if it is still usable.

Barrie Miller will be on-site 12/18 to install the new pump in Source 6. The operators have been flushing the well to keep it clear of iron and to reduce the sulfur. The possibility of adding a filter to source 6 prior to being blended at the plant was briefly discussed. A water quality analysis will be done once the new pump is in.

The modems to upgrade the communications are programmed and ready to go on line; we are waiting on LCS to schedule the personnel to complete the install. This will be early January to avoid potential holiday conflict with any staff, as well as to avoid the possibility of error faulting over the holidays.

The meter reads began 12/15; it is anticipated that the reads will be done before Christmas.

The yearly backflow inspections were completed; the valve in the Howe Hill meter pit failed and needs to be either rebuilt or replaced. OM Hicks will facilitate this. The valve at the headworks building failed as well, but if the water service to the building is off for the season, this can be addressed in the spring.

## Waste Water

The excavation equipment could not get up the access road to the Brookridge property for the monitoring well dig; once the ground is frozen and firmer, we can try again. OM Hicks will remain in touch with Tom Page of Underwood Engineers to set up alternate times. The roads will be posted with weight limits from April 1 through May 31; the monitoring wells should be in before then.

OM Hicks will be meeting with Joe Damour of Water Systems Operators to discuss the safety equipment desired for the waste water locations. These items will be ordered by the end of the month. WSO also has videos and other informational items that will be brought up for the board.

Operators Fellows and Ruel left the meeting to continue meter reads. The board thanked the operators for their work during 2014.

## **FINANCIAL:**

### Potable

Outstanding Accounts Receivables are approximately \$13k; several liens have been filed.

Loan payments to Lake Sunapee Bank have been made; these covered the wellfield improvement and SRF loans.

Taxes from Grantham, Enfield and Springfield are due; requests for payment have been mailed. Expected tax revenue is \$260k.

There is one CIP payment still to be made for the Water Mains and Valves fund. This will be made once the tax payments have been received.

The reimbursements from HealthTrust for overpayments of premiums have been received for 2014. The employee portion of the refund (10%) will be issued to the employees impacted by the adjustment.

The 2015 HealthTrust insurance plan has been received; the increase is only .01% over 2014. This will be signed after the meeting by either Commissioner Sullivan or BM Lewis, with an effective date of January 1, 2015.

### Waste Water

Quarter 4 bills were mailed December 2; \$89k. Payments received to date have been \$27k. There is one more set of reserve account funding to be made for the waste water capital accounts. It may be necessary to transfer funds to the waste water division from the potable for this, as capital reimbursements from the last request will not be received before the end of the year – the Grantham Trustees did not meet in December.

**BUDGETING:**

The potable and waste water budgets were reviewed, as well as the funding for the capital reserve accounts. BM Lewis will update the budget sheets for potable and waste water.

**OLD BUSINESS:**

Culvert: The quotes received for replacement vary between \$69k and \$125k. Funds will be set aside in the Buildings and Grounds capital reserve account for 2015.

Office building: United Construction is working on an estimate per square foot, based on the site walk on 12/15; we should have a budget number by mid-January.

Solar: The meeting with the Solarflex representative was on 12/16; the articulating solar panels were recommended. Commissioner Wood will review the electrical usage summaries and forward to the representative, who will then configure a proposal. A second potential site is next to the lagoons behind the headworks building; an easement would be necessary to put panels on the slope. Commissioner Wood will research grant options for the alternative energy implementation.

**OTHER:**

Starting in January, the monthly meetings will begin at 9AM.

With nothing further, the meeting adjourned at 10:30AM.

Respectfully submitted,



Amy Lewis  
Business Manager

*R. B. Harvath* 1-21-15  
*Walker E. Silb* 1/21/15  
*James W. Wood* 1/21/2015