

Village District of Eastman
Commissioners' Meeting, March 19, 2014
Public Session, Final Minutes

In attendance: Commissioner Duncan Wood, Commissioner Bill Sullivan, Commissioner Robert Fairweather, Treasurer David Wright, District Manager Bill Weber, Office Manager Amy Lewis and Moderator George Niles.

The meeting was opened at 8:00AM by Commissioner Sullivan.

This is an abbreviated meeting, as the staff is currently aiding Operator Fellows in reading the meters.

Minutes:

The minutes from February 19, 2014 were amended to show that Commissioner Fairweather would be attending the Sullivan County Superior Court hearing on March 7, rather than Commissioner Wood. Commissioner Wood moved to accept the minutes as amended. Commissioner Sullivan seconded; the motion passed unanimously.

Waste water:

DM Weber will ask the attorneys involved to have the closing in April. Commissioner Wood asked DM Weber to have all relevant documents in place and ready to sign for April 16. Rather than appoint DM Weber as agent to sign, all three commissioners will be available to sign the closing documents at the April meeting.

Meeting with Mitch Locker/NHDES:

Due to scheduling conflicts between the commissioners, the board asked DM Weber to arrange the meeting for either April 28 at 9:00AM (first choice) or April 29 at 9:00AM (second choice).

New Meters:

DM Weber gave a brief presentation on a new meter head, which will transmit usage data over a cellular network to a cloud-based portal that would be accessible by the office. This would eliminate the physical meter reading. This style is the same cost as a standard head; DM Weber is replacing several units throughout the community with the new style to test the remote readability.

Annual Meeting:

The meeting is scheduled for 3/20 at South Cove, 7:00PM.

Commissioner Fairweather said that an ECA board member had a concern about the available parking, as the overflow lot at South Cove is not available, and a shuttle to and from Alpine Vista is not practical. Commissioner Wood suggested an email regarding the parking situation and suggesting that residents carpool when possible; OM Lewis will ask Lorie McClory to use the ECA email for notices. Commissioner Fairweather asked DM Weber to have Eastman security present to direct parking and traffic.

Moderator Niles had no questions after reading through the handbook provided by DM Weber. He asked if the notice of the meeting must be read; DM Weber said no, he will only need to state that the meeting was legally noticed.

The rules of the meeting will not follow Robert's Rules exactly; the rules will be modified as necessary. Moderator Niles will read the articles as presented, and the commissioners will have opportunity to address each article prior to a discussion or vote being called. Moderator Niles will attempt to keep any discussion to a 3-minute time and to the discussion of the article at hand.

There will not be a clerk present at the meeting, as the deputy clerk is out of town. OM Lewis will record the minutes for transcription. Ballot clerks will need to be appointed by the Moderator; DM Weber suggested several names and will have those individuals approach the moderator at the meeting. An assistant moderator will also be appointed at the meeting.

Moderator Niles exited the meeting at 9:00AM.

Meter Reading:

This is on-going. The staff is having a difficult time getting to remotes because of the ice and snow buildup. There will be a need to estimate more reads than originally expected. Reading should be completed by next week to meet the billing date of March 31. DM Weber will be going out to continue reading after this meeting.

NHRSA 91:A:

DM Weber will meet with VDE counsel Bernie Waugh about establishing 91:A procedures going forward. The commissioners would like a concise document explaining the requirements under the statute.

Financials:

Commissioner Fairweather questioned the "miscellaneous" line for February's expenses; vacant operator job position advertising was posted to this account. Accounts Receivable is low, around \$4,000; this amount includes liened properties.

DM Weber has received a proposal from United Construction regarding a possible main line replacement on Longwood Drive. There is nothing in the master plan about upgrades to Longwood. An alternative to replacing the entire run of pipe would be to install several valves along the length of the road, at specific intervals that would lessen the overall impact if or when another break occurs. DM Weber estimated that each valve install would cost \$10,000-12,000.

Personnel Manual:

Commissioner Fairweather moved that a typo under "Personal Time Accrual" be corrected to read "seventeenth year" instead of "sixteenth year." Commissioner Wood seconded; the motion passed unanimously and OM Lewis made the change.

With nothing further, Commissioner Fairweather moved to adjourn at 9:24. Commissioner Wood seconded; the motion passed unanimously.

Respectfully submitted,

Amy Lewis
Office Manager

James W. Wood 4-16-14
RB Fairweather 4-16-14
William E. Gull 4/16/14