

Village District of Eastman
Commissioners' Meeting, March 25, 2015
PUBLIC SESSION, FINAL MINUTES

In attendance: Commissioner Duncan Wood, Commissioner William Sullivan, Commissioner Robert Fairweather, Treasurer David Wright and Business Manager Amy Lewis.

Commissioner Sullivan called the meeting to order at 8:56AM.

There will be no operators present at this meeting; a main break on Winding Wood Road was in the process of being repaired.

MINUTES:

Minor changes for clarification under the Wastewater Operations were suggested to the minutes of February 18, 2015. Commissioner Fairweather moved to accept the minutes as amended.

Commissioner Wood seconded; the motion passed unanimously.

Regarding the minutes of March 4, 2015, a change was requested to clarify a statement regarding the remote reading process. Commissioner Wood moved to accept the minutes as amended.

Commissioner Fairweather seconded; the motion passed unanimously.

ANNUAL MEETING:

Moderator George Niles joined the meeting to discuss the procedure for the 2015 Annual Meeting on March 26. Polls will be open from 7PM to 9PM for election voting. There will be a PowerPoint presentation to follow as the Moderator moves through each warrant article. Ballot clerks will be needed; Moderator Niles will take care of that. Article 2 is required to be a secret paper ballot; in the event that other secret ballots are requested, additional yes/no ballots will be available. Moderator Niles exited the meeting after the presentation discussion.

FIELD/OPERATIONS:

Potable

Howe Hill is now operational – the backflow valve has been replaced and inspected.

Source 6 is back on line and is gradually being reintroduced to the system.

The filter media analysis is complete; we should be able to get an additional 5 years with the existing media. There is a question of whether the weekly backwash process used to clean the media could be putting additional strain on the mains; Operations Manager Tim Hicks has said that he needs to look into this possibility.

Hicks and Lewis will be contacting A&D Instruments to complete the wireless communication upgrades begun by LCS Controls. A&D will also be upgrading the server and software for the SCADA system and the treatment plant. A proposal from A&D regarding upgrades to the sewer SCADA will be forthcoming.

There have been over 20 frozen service lines to date this winter. While the service lines are the responsibility of the homeowners, OM Hicks has drafted a procedure outlining the VDE involvement for the repairs. This procedure was reviewed with several suggestions made. The initial draft will be updated, and the procedure should be in place prior to the start of the 2015-2016 winter season.

Wastewater

The 2015 contract with Water Systems Operators was executed with an effective date of March 1, 2015. The VDE operators have been completing the required system sampling under the direction of WSO.

Commissioner Wood summarized the WWAC conference call for the benefit of the board. Underwood Engineers has provided two contracts outlining additional scopes of work for the approval of the board, including the design of a trench system for effluent disposal. These contracts have already been submitted to the DES for approval; once DES gives the go-ahead, the VDE can authorize the work.

FINANCIAL:

Potable

The outstanding AR is around \$8k; warnings of liens for non-payment will need to go out.

Commissioner Wood moved to accept the Lien and Service Shut-off Procedure, as edited March 25, 2015. Commissioner Fairweather seconded; the motion passed unanimously.

Wastewater

The outstanding AR is around \$40k, with roughly \$7k to post as of 3/25.

ANNUAL MEETING:

The PowerPoint presentation crafted by Commissioner Wood was reviewed. Each of the Commissioners will speak to specific articles and slides during the presentation at the Annual Meeting.

NEW BUSINESS:

A replacement for the utility truck will be picked up next week; the new truck is also a utility but is a 3500 model rather than a 2500 model.

There was one 91A request for the audited 2013 financial statements; this will be fulfilled prior to the Annual Meeting.

OTHER:

Hicks and Lewis will be at South Cove early Thursday evening to set up for the Annual Meeting.

Commissioner Wood requested an executive session to approve minutes for the February 18 non-public discussion, under NHRSA 91A:II(a). Polled:

Wood: Aye
Fairweather: Aye
Sullivan: Aye

Non-public session began at 10:52AM.

At 10:56AM the board returned to public session.

The May meeting will be on the 20th.




Handouts for the Annual Meeting will include Annual Reports, current CIP program and a print copy of the presentation which will include the budgets for both the potable and wastewater divisions.

With nothing further, Commissioner Fairweather moved to adjourn the meeting at 11:06. The motion was seconded and passed unanimously.

Respectfully submitted,



Amy Lewis
Business Manager
Village District of Eastman

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