

Village District of Eastman
Commissioners Meeting, March 20, 2013
Public session, Final Minutes

In attendance:

Village District of Eastman: Commissioner William Sullivan, Commissioner Duncan Wood, Commissioner Robert Fairweather, Treasurer David Wright, Moderator David Miller, Clerk Maggie Sullivan, District Manager Bill Weber, Office Manager Amy Lewis and Water Operator John Fellows.

Guests:

Philip Schaefer, resident; Robert Logan, resident; Michael Lorrey, resident; and Peter Garland, resident.

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

The District Clerk indicated that she will not be available for a limited time period today, Wednesday 3/20/13 as required by law with regard to the absentee ballot voting. Mrs. Sullivan has suggested Eastman resident Michele Donegan to fill in as deputy clerk. Commissioner Wood moved to appoint Mrs. Donegan as deputy clerk to fulfill statute requirements; Commissioner Sullivan seconded and the motion passed unanimously.

Minor edits were suggested and incorporated into the minutes of the February 11 and February 20 meetings. Commissioner Wood moved to accept these minutes as revised; Commissioner Fairweather seconded and the motion passed unanimously.

Commissioner Fairweather moved to table the February 28 meeting minutes to give the board more time to review; the motion passed unanimously.

Commissioner Fairweather asked the chair if there should be a specific time set aside for the guests present, so the board could address the agenda; Commissioner Sullivan said that the board would take questions as they arose.

Field:

Operator Fellows said that he and Operator Perez were getting alarm calls for loss of power at the plant – the SCADA system is calling for the generators to start for power backup with no power outage. The system is saying that the generators are running, but the hour meters on the generators show no activity. This is happening very early Tuesday mornings – the operators are trying to diagnose but will probably need to involve the control programmer at some point.

There have been no main breaks.

Commissioner Sullivan asked about the check valve. DM Weber said that the contractor came up to listen, but did not remove the valve. The contractor feels that debris is in the valve which may have scratched the interior. The valve is warrantied through May if it is determined to be a factory issue; the manufacturer has agreed to look at it.

The check valves in the shallow Source 1 wells are noisy, although this could be due to the length of pipe. There is a formula to apply when determining where a valve sits in the water column, and the

depth of the S1 wells may vary enough to cause the valves to shake. The pump installer believes that it could also be “opposing” water coming back down the pipe.

Financial:

Accounts Receivable continues to drop. Shut-off notices will be sent with end-of-month statements.

The cash flow statement shows we are fairly well set until May, when we can expect the first tax payment from Grantham for 2013.

The audit is scheduled for April 4-5.

The electric cost for February was unexpectedly high due to fluctuations in the market; we did not lock into a rate when the contract with Patriot Power renewed, so the variable rate will change with market delivery cost. DM Weber explained that we did not pay any more than what we would have, had we stayed solely with PSNH. There is no need to adjust the budget, as a buffer is included in the number for 2013. Commissioner Wood suggested waiting until September to revisit the budget number; at that point we can ask for an adjustment if necessary.

There was a 2012 tax payment received in February; explanation of this will be included with the audit for 2013.

Generator costs are front-loaded for the year; maintenance contracts renew at the beginning of the year, so there should be minimal charges to the generator expense line for the rest of 2013.

We should expect one more propane delivery before summer, and then not again until fall.

Manager's:

Meter replacements will begin in April.

Commissioner Fairweather asked about the test meter. DM Weber said that the manufacturer found debris lodged inside the meter. Commissioner Wood asked how the operators know if a meter reading issue is because of the remote rather than the actual meter. When the meters are read, if there is a discrepancy between the last and current numbers the office will send the operators back to read the actual meter. Occasionally the line running from the remote to the meter is tampered with or cut accidentally; this is fairly easy to correct. DM Weber added that the state is more concerned at this point with the life of the meters themselves.

OM Lewis said that an evaluation is being done regarding the galley lights at the treatment plant; an electrical company is going to provide options for replacing the existing low-bay lights. Commissioner Wood said to make sure the electrician is looking at all options for energy saving.

DM Weber has begun the water audit for the state and it should be ready for the April meeting. This is not a mandatory report; it is filed as a courtesy. We are seeing 18-22% unaccounted-for water.

The operators have ordered new standards and pin for testing TDS. Commissioner Fairweather asked about the use of permanganate; none to date. DM Weber confirmed this with Operator Perez.

SRF:

The original 18 wells have been decommissioned. Smith Pump has filed the required documentation with the state and we are waiting for final approval of the decommissioning. DM Weber does not foresee a problem. There has also been an increase in production from Source 1 since the old wells were abandoned.

Other Manager's:

Commissioner Sullivan has talked with the town to ensure that there will be plowed areas available for parking at the Annual Meeting.

DM Weber pointed out one small error in the Annual Report regarding the SRF refinancing. He requested that a commissioner make a motion at the meeting to change the written amount in the warrant article to match the dollar amount as printed.

Water Operator certification exams will be held on April 18 at DES; OM Lewis and both operators will be taking exams. DM Weber has initiated study periods at the VDE office on Wednesday afternoons as prep time.

Old Business:

The board reviewed the latest draft of the Memorandum of Agreement with ECA/ESC. Commissioner Wood said that with the exception of the word "shall," this current version incorporates all changes requested at the last meeting. He is comfortable with there being enough of an "out" as the MoA is currently drafted. Commissioner Fairweather said that he too is comfortable with the document as it is, and that executing it prior to the Annual Meeting is appropriate. DM Weber added that both the VDE attorney and ESC attorney have reviewed the document and have agreed that it is ready to sign.

Commissioner Wood moved that the VDE board accept the MoA as of March 20, 2013 in its current form, which has already been executed by the ESC and ECA. Commissioner Fairweather seconded; majority approval. Commissioners Wood and Fairweather signed the document.

There is one small CIP reimbursement request to submit to the Grantham Trustees. OM Lewis prepared a spreadsheet showing the accounts affected and the amounts requested; this was reviewed by the board. Commissioner Wood moved to request of the Trustees of the Trust Funds reimbursements totaling \$4,100.33 to be distributed from the office, vehicle and computer upgrade funds, as presented on the spreadsheet. Commissioner Fairweather seconded; the motion passed unanimously.

New Business:

DM Weber asked the board's opinion about eliminating the \$50 fee for the operators to read the meter. At real estate closings the realtors do this, and some landlords/owners know how to do it. Commissioner Wood is not inclined to change this policy, as other utilities charge a meter-read fee. He asked DM Weber to find out what PSNH charges, which can be compared to the VDE charge.

Commissioner Sullivan recognized Mr. Logan, who inquired about receiving a response to his letter dated 2/26/13. Commissioner Wood said that he understands the nature of Mr. Logan's request and that the VDE is still in the process of gathering information from the ESC, and that any response to the

request would be better served after the VDE has more information if the motion to take on the wastewater passes at the Annual Meeting.

Commissioner Wood asked that a Commissioners' Meeting be scheduled should Article 10 pass, with the explicit purpose of deciding how the VDE goes forward. The date of this meeting was determined to be April 3 at 8:00AM, and the district office.

Moderator Miller brought up several concerns for the upcoming meeting. The commissioners discussed who would address each article as the warrant was presented.

With no further new business, Commissioner Fairweather moved to go into non-public session for the purposes of reviewing the non-public minutes from 2/20/13 and discussing a personnel matter. All commissioners voted aye, and executive session began at 10:47AM.

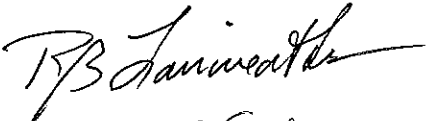

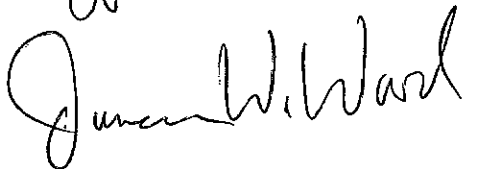
The board came out of executive session at 11:18AM.

With nothing further, the board voted unanimously to adjourn at 11:20.

Respectfully submitted,



Amy Lewis
Office Manager

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