

**Village District of Eastman
Commissioners' Meeting - Village District Office
January 20, 2010 3:30 PM
Minutes**

Notices of this meeting were posted at the Eastman Community Association and Village District of Eastman Offices.

MEETING CONVENED at 3:32 PM at the Village District Water Treatment Plant. Present were Commissioners Sullivan, Fairweather, and Wood, District Manager Weber, Treasurer Wright, Deputy Treasurer Conroy and Clerk Hayward. Also present at the meeting was Josh Worthen, a VDE employee.

CONSULTANT'S REPORT- The meeting began with a discussion with Jenna Rzasa from Tata & Howard regarding well field options. Jenna stated that a concept that we have been working with may not be as viable as originally thought and that makes it difficult to come up with a cost. It now seems that rehabilitating the wellfield won't work as well as doing a replacement well within the wellfield. The good news is that the urgency is changed because the state has accepted BRW# 5 as not influenced by surface water, so VDE can use #5. Also, the current ac piping is fine for the time being. One possibility is to have four new gravel pack wells with new piping within the wellfield and keep the old station. Because it could be a source of bacteria, it would be best to eliminate old pipes and seal and fill the old well and create 4@ 12 x 6 wells. DES has notified Tata & Howard that they would consider the wellfield as a significant deficiency by today's standards. That means that the "no action" alternative is really not viable over time. Tata & Howard recommend VDE do the test well process this year, at a cost of maybe \$7500. DES also suggests individually metering BRW #5. To do this VDE would need to put the BRW #5 meter in this summer at a cost of as much as \$30,000. It was suggested that the line be run from BRW #5 to the main building so that the meter is not below grade and/or wet. To the question, do we have the funds available to do this in 2010, the answer was yes. The Water Mains and Valves Fund has adequate funds for VDE to do it this year. It was agreed that going forward, VDE should do the tests, which might take two days to complete and have Tata & Howard do an assessment and recommendations with costs. It would be nice if a proposal could be broken out and phased over a few budget cycles and be used to show DES that the issue is being addressed.

Jenna also told the Board that there may be an issue with DES considering ECA as a seasonal community. Seasonal water companies cannot get grants and special financing from the state. District Manager Weber will put together an explanation/argument that shows that ECA is more than half primary, full time residences.

District Manager Weber will go to the SFR/Ara Main Street Funding meeting on Friday.

Tata & Howard will rewrite the letter to show costs and timeline phase in for the better alternative(s), but not including the rehab option. They will email the letter to District Manager Weber this week.

The District Manager also informed Jenna that there is a Tata & Howard bill for which the Office Manager needs details. Tomorrow, Jenna will send Pat Conroy a progress report in support of the amount billed.

The review of the status of the Tata & Howard work being complete, Jenna left and the Board commenced the regular business.

MINUTES – Minutes were reviewed for the December 16, 2009 Commissioner's Meeting and a correction noted. Commissioner Fairweather moved that the minutes accepted as corrected. Commissioner Sullivan seconded the motion and it was voted unanimously

WTP- Josh Worthen, the plant Operator, opened the meeting with a question regarding a concern about the budget and levels of fuel usage. He felt that they had done a good job of reducing fuel usage and keeping it under budget, but the District Manager had mentioned it was actually over budget. There followed a brief discussion of fuel usage.

In connection with any plans for a new office located at the treatment plant, Josh reminded the Board that currently, at the ECA offices, there are already in place amenities such as a generator and plowed parking lot and there may be other expenses that are now paid by ECA, that would be paid solely by VDE at a new office.

The District Manager initiated a discussion about concerns that Tata & Howard has not yet produced the letter, recommendations, cost analysis that were expected in mid-December. He told board that he is not happy with the timeliness of their work. The District Manager also indicated that he is not comfortable that the bill for recent work was appropriate. It did not seem to him that they did the work billed. He offered to draft a letter. Treasurer Wright questioned whether to phone or write a letter. There was a short discussion about how best to address this. Commissioner Wood offered to contact Paul Howard by telephone about the concerns of the board and it was agreed that would be the best approach. Commissioner Wood will make a phone call first. Depending on the response, the Board may want to go to a letter.

FINANCIAL REPORT – Income through end of year exceeded expenses by \$4K and we came in \$22K under budget. There are still some adjustments to be made with accounts receivables and general journal entries. Overall it appears that the budget did balance with perhaps a small surplus. We were, as of 1/14/10, waiting for the Town of Enfield tax payment of \$26K; but, now have received that payment. Manager Weber and Treasurer Wright agree that the budget for 2010 should remain as discussed even though there is a small surplus.

MANAGER'S REPORT

- Water Use for 2009 was 7M gallons lower than 2008 or a 13% decrease.
- Alkalinity and conductivity are down. GPM is consistent.
- The MPA for BRW 5 was good. The District Manager has been given some insight into what the state wants. 1). We will be required to meter each source individually, currently all of our sources go through 1 set of meters giving a cumulative total and not a separate gallon count for each source. 2). VDE must continue to identify and report problems with source 1 and correct as necessary. 3). Recommend a camera view of BRW #5. The District Manager will work on cost estimates and advise the Commissioner's as to costs by the March meeting.
- The 2010 warrant has been reviewed by the DRA and our attorney for substance, intent, form and legality. Both have approved of the warrant as written excepting typos. The Clerk asked for an electronic copy of the warrants as soon as corrections are made. The District Manager will forward the corrected electronic copy of the warrants to the Clerk as soon as they are available.

OLD BUSINESS

1. The District Manager noted that he had submitted the \$18,400 request to the trustee.
2. The Commissioners went through the warrants. To the question about whether there needs to be a warrant that specifies that the monies which are from closed trust funds transfer to the general fund, it was noted that, yes, they do not require a warrant and they do automatically transfer to the general fund.
3. Having previously agreed that the budget was fine as it currently stands, the Board of Commissioners agreed that it was appropriate to vote on the warrants at this time. **Commissioner Wood moved that the Board approve the warrant articles as presented by the District Manager so that they could be published for the annual meeting. Commissioner Sullivan seconded the motion and it was voted unanimously.**

4. Regarding logistics for the February budget meeting, the District Manager is willing to put together a slide show of the warrant and budget. He will make 25 copies of the warrants for annual meeting. The plan is to do the budget meeting in much the same way as last year. The District Manager will bring a projector.

NEW BUSINESS:

1. There is a letter from state, from Christine Bowman regarding well field, the District Manager expects to have by 1/19.
2. The District Manager showed and discussed draft plans for a new office at the treatment plant. There was some discussion around the issues around paving for a parking lot in or near wetlands. Plan A puts everything under one roof and adds 2400 sq' for combined office and garage. ECA wants the space that VDE currently occupies. Commissioner Wood recommends the Board inform the customers that we are considering this as an alternative, given that ECA wants the space.
3. Garage furnace the heat exchanger cracked and had to be replaced, also added CO2 detectors.

Public Input: None.

There being no public input, it was voted to go into non-public session and

Non-Public Session: commenced at 5:46

At 5:55 it was voted to end the non-public and return to public session

There being no additional business or input, the regular business meeting of the Board was

Adjourned at 5:56 PM

Next meeting is February 17, 2010 at 3:30 PM

Submitted By:



Laurie Hayward, Clerk

