

**Village District of Eastman
Commissioners' Meeting–Village District of Eastman Office
8 AM October 20, 2010
Minutes**

In attendance: Commissioners Bill Sullivan, Bob Fairweather, Duncan Wood; Deputy Treasurer Ben Conroy; District Manager Bill Weber; Operators Neil Perez, Josh Worthen; Clerk Lorie McClory

MINUTES: The following changes were made to the September draft minutes prior to approval:

- ◆ Old Business #2: change “water bank” to “water ban”
- ◆ Old Business #3: Change “I recommend” to “District Manager Weber recommends”
- ◆ New Business #2: Add “be” in sentence: “The warning can be in person or by telephone.”
- ◆ New Business #2: change “for failure to pay a bill” to “after a non-payment shutoff”

Commissioner Fairweather made a motion to approve the amended minutes. Mr. Sullivan seconded the motion. Unanimous approval.

FIELD: District Manager Weber said Operators Perez and Worthen worked with him on the distribution and treatment portions of the budget.

Operator Perez reported:

- ◆ things look good with the water sources after having received more than 5.5 inches of rain in the last few storms. Levels are still not where they should be, but they're much closer.
- ◆ Two leaks have been found, one was on the owner's side.
- ◆ The water line for the house on Old Spring Drive was found. It had been buried for 11 years. Water is not connected to the house.
- ◆ Curb stops are still being done. Niblic is complete.
- ◆ Meter reading will begin next week.

FINANCIAL REPORT:

1. District Manager Weber said the 2010 income and expenses have leveled off as expected and are running within the budget. With 21% of year left, the budget is at 23-25% in most categories. He will be sending the request for the second payment for town of Grantham taxes. He said meter readings should be higher than usual due to water usage over the summer.
2. The savings in electrical for Anderson Pond have averaged \$60 per month for the past 23 months. There were issues with one of the controllers, but it has been straightened out. Pumps are being monitored to provide run-time information.

MANAGER'S REPORT:

1. Water Use for September 2010 dropped by 1.5 million gallons compared to August 2010 but is in line for September 2009. August 2010 was the second highest water usage month ever; the first highest was also an August. VDE found quite a few leaks. South Cove Activity Center may account for some of the difference with more flushing, shower usage, etc. Operator Worthen said ECA's old pool was leaking and had to be filled with over 1,000 gallons/day using VDE water.
2. Tata & Howard have tentatively set November for the pump test for source one. The state at this point is satisfied with the proposed pump test schedule, but it has not been signed off. District Manager Weber said at this point he does not want to do a sustained pump test, because it will be a waste of water. Commissioner Wood said he doesn't see it as wasting water because it will be pumped into the Bog Brook catch area, which will come back into the VDE aquifer.
3. All reports, DMR, Routine Sampling, 4-log were all submitted for September. District Manager Weber thanked the operators for their help in doing these reports while he was out.
4. All of our sources are recovering, though not back to full capacity, the pending rain for Friday (10/15) will further aid the recovery. District Manager Weber said he does not see a need for any further restrictions this year, but he still recommends postponing the flushing until spring. In response to a question, the operators said only flushing some areas could disturb other areas. Commissioner Wood asked if this will mean a more intensive effort in the spring and perhaps a sooner start. Operator Perez said the tanks were cleaned this year so flushing will not pull sediment from the tanks. He also said the water quality is better in the system since VDE has been running pump 5 rather than 1 and 6. District Manager Weber said he would like to have it done before the summer population arrives. Operator Worthen noted that flushing can't begin until frost is out of the ground, which is why it is typically done in May. The process takes approximately three weeks. District Manager Weber said it was done after valve project work for the past two years, which threw off the timing.
5. District Manager Weber said the chemical waiver program offered by the state was sent out late by DES they will now give VDE an extra month (until Nov. 2) to complete. Extra VOC tests as recommended by Commissioner Wood are fine.
6. District Manager Weber reported the WTP has a new computer for the SCADA system. LCS controls will be converting the SCADA software to the new computer and upgrading the software for the WTP at the same time. The work should be complete by the November meeting. He said there was a glitch with GE; they do not have a correct driver for Windows 7. There is a fix being tested.

OLD BUSINESS:

1. The water restriction signs were taken down, the ad stopped and restrictions lifted on October 4, 2010. The other sign was found at the overflow parking lot at the golf course.

NEW BUSINESS

1. The 2011 budget process began, including a review of the state tax rates that were given to the commissioners. District Manager Weber said Enfield has not set its tax rate yet. He said he talked to DRA and VDE has until Friday or early next week to let them know if there is going to be a drastic change in the taxes. Commissioner Fairweather said the tax information is incorrect in the sheet they received from DRA. It lists the district as collecting \$551,638 but the budget calls for only \$539,638. After some discussion, District Manager Weber left the meeting to call DRA. When he returned, he said the auditor who handles VDE was not available. District Manager Weber said he will let the commissioners know what he finds out.
2. Commissioners at this time agreed to hold the semi-annual open house in 2011 at a cost of approximately \$1,700 for food, a mailing and other miscellaneous items. This will be looked at again during the budget review.
3. Commissioners agreed to hold the Annual Meeting March 23, 2011. District Manager Weber will investigate use of the Draper Room at The Center at Eastman. There is no charge to the VDE if district staff sets up and breaks down the necessary equipment.
4. Commissioners discussed the report that Moderator Chuck Woodhouse is leaving. They have not received a resignation letter. They discussed who could serve as interim moderator, noting that the person has to be a permanent resident of the district and registered voter. VDE does not have an assistant moderator in its structure. Commissioners will speak with the people they identified as possible candidates.

Later in the meeting, Moderator Woodhouse arrived at the meeting and turned in his letter of resignation effective Oct. 20. The commissioners thanked him for his many years of service.

5. Commissioner Fairweather said he would like to schedule a separate meeting to discuss the CIP projects program for next year. He said he has kept a list throughout the year of potential new capital programs. He said there should be a curb stop replacement fund because they are done every year and the funding now comes from the operating budget. Money should be set aside for emergency shut offs, such as when a leak is detected or the curb stop is hit by a plow or grader. Operator Perez said he can provide a list of what they know now should be replaced next year. He said each replacements costs approximately \$150 each, depending on what needs to be done and what parts replaced. The new curb stops will last nearly forever, he said.
6. Budget: During the first run through of the 2011 budget proposal, District Manager Weber said the proposed operating budget shows a 2.3% increase. Changes include a 3% increase in wages (including anticipated overtime); the purchase of a freeze kit that will allow fewer people to be without water during water main repairs; increased money for backhoe repairs, winter sanding and repairs to special, larger meters; and a decrease in chemical purchases.

District Manager Weber said he went to the district's planning guide to assemble the CIP budget. He said the budget started at \$157,000, but he adjusted it down to \$119,500 for the first run. Items discussed were: adding a line to begin paying the SRF loan before the required 2012 payment; adding a curb stop fund; adding a fund for the

proposed lightning protection program; adding a storage tank cleaning and maintenance fund (cleaning currently costs \$5,000 every three years).

Commissioners said VDE has many more accounts than are needed and perhaps the wording attached to some of the accounts should be changed. Someone noted it takes 2/3 voter approval to change wording but only a simple majority to add new accounts.

Operator Worthen said he and Operator Perez think the district would do better to spend money to buy a small backhoe/excavator than to purchase another new truck. District Manager Weber said the district has the trucks on rotation so two are not needed in the same year. Commissioners asked for information on how much money is spent on contracting for a small excavator versus purchasing and amortizing such equipment. Operator Perez said they also have to consider the benefit of having the equipment available when they want it as opposed to having to schedule it with a contractor.

Commissioner Sullivan said this summer's increased water usage might be a good argument for adding a meter reading in early September in order to know if the usage is real or breaks in the lines. VDE does not have to bill a third time. Another suggestion was to read in early May and September rather than May and October. The latest meters can be read is mid-November because of the possibility of snow from that point forward.

7. Meeting dates: Commissioner Wood said he can't meet Feb. 16 and said meeting on Tuesdays or Thursdays would be better for him. Also, Treasurer David Wright currently can't meet in the mornings. Clerk McClory said she cannot meet the first or third Tuesdays due to other standing meetings. Assistant Treasurer Conroy cannot attend the Nov. 17, so the meeting time was changed to 1 p.m. to allow Treasurer Wright to attend. Commissioners said they need to find a day and time to meet so there is some continuity.

Non-Public Session: Commissioner Fairweather made a motion to go into non-public session for personnel matters and VDE procedures. Commissioner Sullivan seconded the motion. The commissioners voted to go into non-public session at 10 a.m.

Commissioners returned to public session at 10:15 a.m.

Moderator Woodhouse arrived to submit his letter of resignation.

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,



Lorie McClory