

**Village District of Eastman
Commissioners' Meeting - Village District Office
March 24, 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 Eastman Offices. 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.

MINUTES: The minutes were reviewed and it was noted that the minutes should be revised to correct the budget number and make a small change in wording. **Commissioner Fairweather moved to accept the minutes as revised; Commissioner Woods seconded the motion; it was voted and approved unanimously.**

FIELD: Josh Worthen answered some questions from the Commissioners regarding the recent storm which resulted in power outages throughout the local area. Josh explained that there were two areas without backup power, the Hilltop tank and the maintenance garage. Hilltop tank is an especial issue. The District Manager recommended that District purchase a small generator for Hilltop. It was originally thought that the backup power at Snow Hill could also cover Hilltop, but there is no way to be certain that radio contact could be maintained due to the variations in terrain and the heavily wooded nature of the area. It might cost \$1500.00 to install a backup battery perhaps on a small pad to provide power for a small heater. Battery backup may also be the first step in identifying what more may need to be done to ensure functionality in a power outage. The site is not currently set up for a generator. There was discussion that the District might want to use the trust fund for security improvements #0026. Also, the maintenance garage does not have back up power and there heat is the issue. There is under consideration that VDE place an office at the same location as the garage. Likely back up power will be a part of the project to build the offices. In light of this, a temporary solution is appropriate. Current large plant generators could support everything at the maintenance garage, so one possibility is placing conduit to bring generator power from plant to maintenance garage. District Manager has investigated the cost to install a simple manual system and it would be roughly \$1,000 and could be funded from Generators & Pumps. He also noted that propane usage was very high in the recent power outage, about 1000 gal.

FINANCIAL REPORT:

1. There is a \$993 entry under income. This was the unexpected payment of a 13 year old lien.
2. The year has started off as forecast. Cash flow will catch up to expenses at the May billing. The District Manager suggested that it may be a good time to look at billing tri-annually which would keep income closer to expenses year round and keep budgeting tighter. He also suggested that it would be good to complete this before the state mandates it. The Commissioners questioned whether system users would want this initiated before the state requires. It was agreed to wait until the state notifies that it is required.
3. The \$18.4K trustee submission for the well decommissioning (NH-0035) is still pending. The DM is working with the Town of Grantham, Manager to resolve this. Problem is that there is no

record of the correct name of the fund, nor of an agent allowed to expend the funds. It has been suggested that VDE put it to a vote at the annual meeting. The fund was created sometime in the mid nineties from the dissolution of 3 other accounts. Neither the state nor the VDE have any record of exactly how and when the fund was created. The Commissioners discussed whether at the Annual Meeting under the section, "to conduct any other business that may legally come before the meeting" to adopt from this day forward the name of the CIP and that the Commissioners are agents to expend.

4. There was some discussion about how to present Warrant Article 6 in light of this. It was agreed that approach be to would pass on article 6 so that it could be dealt with in conjunction with a new article to establish the fund and agent.
5. The NH Retirement System contributions have commenced. The Office Manager has worked out the necessary payroll adjustments with the NHRS.
6. Next month will show a substantial increase in propane due to the Feb storm.
7. Meters no longer listing beyond -000's

MANAGER'S REPORT:

1. Water Use for February 2010 was less than February 2009, by 32K gallons.
2. The next round of valve replacements has been identified and the contractor is working up a quote, a meeting with United, ECA, and the VDE will be scheduled just after the Annual Meeting. With good weather replacements could start the third week of April and be done before Memorial Day. Otherwise, may start early and work 2 weeks then finish at a later date. There was some discussion of various options for timing; but, all agreed earlier is better.
3. The District Manager noted that he has prepared a Power Point presentation of the warrant articles to be used at the Annual Meeting. The Commissioners then discussed how they wanted to cover and present the articles.
4. All reports, DMR, Routine Sampling, 4-log have been submitted for February.

OLD BUSINESS:

1. The renewal Discharge Permit for the WTP has been submitted to the EPA for review & comment.
2. The yearend audit has been tentatively scheduled for April 12th and 13th; but, will try to get it done earlier
3. BRW #8 & #9 and GPW#2R have been decommissioned per the state's request with BRW#5 permit, and regulations. The drillers report will be ready in a couple of weeks and simply requires that things dry out after the thaw and rains.

NEW BUSINESS:

1. The "Well Decommissioning" CIP has never been officially considered an individual account. It should be noted that somehow the "legal" line item in the budget was carried as \$500 hundred dollars which is \$2500 lower than 2009. This item should have been \$1500 hundred, and at this point it is too late to change it, the unexpected lien money should cover most of the difference.
1. Commissioner's need to adopt a resolution for any state funding consideration and other matters that more than 50% of the people in the Village District live here more than 50% of the time. This has impeded some dealings with the state and may complicate more.
2. District Manager noted that we are qualified, at 9th position, for NH SRF loans at a very low rate for the dug well field rehabilitation. Commissioner Woods questioned whether the District can use funds only for construction or can funds be used earlier, for example in the design phase. It was agreed that the District should be working to be more familiar with the program. Woods volunteered to call Paul Howard of Tata & Howard. Jenna Rzasa is to write a letter. This should be an item on the April meeting agenda.
3. For the remainder of the year the Board of Commissioners will meet on the third Wednesday of the month at 3:30pm.
4. The Clerk advised that, although she would be at the annual meeting, she was unable to be at the offices at 4:30 PM to pick up the ballots for the Annual Meeting as required. The Treasurer, David Wright, had agreed to act in her place. **Commissioner Wood moved to appoint David**

**Wright as temporary Deputy Clerk to assist with the management of the ballots.
Commissioner Sullivan seconded the motion. It was voted and approved unanimously.**

Public Input: None.

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

Adjourned at 5:00 PM

Next meeting is April 21, 2010 at 3:30 PM

Submitted By:

A handwritten signature in black ink, appearing to read "Laurie Hayward". The signature is written in a cursive style with a long horizontal flourish at the end.

Laurie Hayward, Clerk