

**Village District of Eastman
Commissioners' Meeting - Village District Office
May 19, 2010 2:00 pm
Draft Minutes**

The meeting convened at 2 p.m. In attendance were Chairman Bill Sullivan, Directors Bob Fairweather and Duncan Wood; Treasurer Dave Wright; Deputy Treasurer Ben Conroy; District Manager Bill Weber; Operator Josh Worthen; and Acting Clerk Lorie McClory.

Accept Clerk Resignation from Laurie Hayward / Appoint Interim Clerk Lorie McClory

Commissioner Fairweather made a motion to accept the resignation of Laurie Hayward, which was submitted via email. Chairman Sullivan seconded the motion. The vote was unanimous.

Commissioner Wood made a motion to appoint Lorie McClory as interim clerk until the next annual meeting. Commissioner Fairweather seconded the motion. The vote was unanimous.

MINUTES: Few changes were made. **BILL: I'LL NOTE THESE LATER. I LEFT LAST MONTH'S MINUTES IN THE OFFICE.** Commissioner Fairweather made a motion to approve the minutes as amended. Commissioner Sullivan seconded the motion. The vote was unanimous.

FINANCIAL REPORT:

1. **Billing:** The May Billing has been completed and mailed along with the newsletter about a potential special meeting.
2. **Collections:** The spring billing was \$120,000, and we are carrying approximately \$7,800 in receivables, for a total of \$128,000. As of May 12, 2010, we have collected about 33%. District Manager Weber said water use/billings were down.
3. **CIP accounts:** District Manager Weber said this is a big issue for the VDE because there is a lot of money in the trust funds and VDE needs to be reimbursed. Trustee Bob Lewis was the only one who showed up at the trustees' meeting on May 17; the other trustees are Todd McIntyre and Jessica Smith. He proposed sending a letter to Grantham Selectmen saying VDE can't operate without the reimbursement. The paperwork was filed correctly, but the Trustees need to vote to remove the money, and the next meeting isn't until June 8. There should be a backup system. District Manager Weber said he would call Town Administrator Becky Newton. Treasurer Wright said he will write a letter to be sent to the town and will forward it to the Commissioners for signatures. District Manager Weber said there is still some money due from last year and the valve project is occurring now. VDE is not at crisis point but this can't continue. Treasurer Wright asked if the Trustees could vote via telephone or email. District Manager Weber said he will check with people in Concord as to how this could be handled without meetings.
4. **The SRF funding application and related items** will cost VDE approximately \$2,000 out-of-pocket, including advertising, mailing and filing. This is not a lot, but it's a tight budget. He has established a separate line item for SRF.

MANAGER'S REPORT:

1. Water Use for April 2010 was 20K lower than '09. Use is also lower now that bleeders are off, which represented over 1 million gallons since opening in Dec. '09. About 7 gallons/minute, 1040 minutes/144 days.
2. The next round of valve replacements will start Monday 5/17/10. The District Manager has met with ECA and has set up an e-mail alert system for the valve project, though this year we will more closely target route and road specific work areas.
3. All reports, DMR, water use, and 4-log were submitted for April.

4. The test wells are complete and the results indicate 50 GPM + in each of 5 wells out of 7 drilled. District Manager Weber said they hit two bad ones on the north end of the well field, and he authorized \$1,600 for one more. VDE is drawing 193,000 gallons per minute per day and is permitted for 250,000 gallons. In response to a question, Operator Worthen said one well – 1a, 1b or 6 – runs Monday to Monday on a rotating basis; well 5b runs eight hours every day. Commissioner Wood asked for a one-year break down. District Manager Weber gave Commissioner Wood a report giving hours of operation; he will get a breakdown by gallons.

Discussion ensued about the variable speed motors. Operator Worthen said the pump always runs at 60hz except for ramping up and down. Commissioner Wood noted that a water district in Massachusetts is installing variable speed motors that will run at the rate water is being consumed. Operator Worthen said the Anderson Pond pump runs in that manner, but the other ones do not because they turn on to fill the water tank and then turn off. Worthen also said that before the new pumps were installed, the lights used to dim when the well pumps came on, but that no longer happens. Commissioner Wood said the pumps are not operating the way he hoped they would.

District Manager Weber said the well usage reports are not year-to-date but show the preceding 12 months. Next month, he will begin including the report for the month the year prior; i.e. May 2009 to give a comparison to May 2010.

5. The Superior Court petition has been scheduled for 9 a.m. July 6, 2010, for the special meeting required by the SRF application. District Manager Weber said he is impressed that it got on the docket so quickly.
6. The district has purchased new meters to begin metering the ECA bubblers: 1 at Recreation and 4 at the golf course. Commissioner Fairweather said that's a lot of money to meter such small usage. District Manager Weber said last year one bubbler broke and poured water everywhere. He said he has talked with ECA General Manager Ken Ryder about this. The bubblers will be logged separately to monitor usage.
7. The master meter was calibrated April 28 and was found to be recording more than VDE was actually pumping, but it is unsure how much it is off. District Manager Weber called Prescott today but no report is available yet. He said that might explain unaccounted-for water. To calibrate that type of meter, you put a second meter in series and match. Manufacturers recommend you not exceed five years between calibrations.

Commissioner Wood asked if the master, magnetic and venturi meters measure the same thing. Operator Worthen said Operator Neil Perez would know more about this, but said the magnetic meter controls the chemical pumps and also reads when water flows backwards so they can get a reading on how much was backwashed. He said the venturi meter is an accurate measure of normal flow. April numbers shown on the meters are pretty close.

8. The Snow Hill and Hilltop Tanks have been cleaned. There was approximately one-half to one-third inch of silt and debris in the bottom of each; there was three-quarters to one inch last time. It is estimated that they should produce one-eighth to one-quarter inch per year. The divers found the tanks to be in good to excellent condition and recommended another cleaning in 3 to 4 years and possibly some minor cosmetic repairs and sealing. District Manager Weber said he feels a capital account may be in order, in the amount of \$15,000 to \$20,000 (based on today's costs), with repairs, grinding and sealing scheduled at the next cleaning. He said they would conduct contamination tests before and after.
9. Leaks repaired this month: 1 @ 10GPM and 2 @ 5GPM. Leak detecting is ongoing and we are also identifying "customer side" leaks and getting a good response from them. We are contacting customers and asking them to fix the problems if they are on their end. The leaks have been discovered by listening.
10. District Manager Weber has initiated a valve "exercise" program with the field crew to keep the valves loose so they don't freeze up and to help identify malfunctioning valves.

11. Our FEMA claim for the power outage in late February has been accepted and is now pending. This claim was for \$7,000 in propane and miscellaneous cleanup after the storm.

OLD BUSINESS:

1. District Manager Weber said Accountant Jesse Pullen of Plodzick and Sanderson explained the balance sheet entries and the questions the board had last month regarding why some VDE-owned property and equipment are depreciated fully and others are not. District Manager Weber said the gravel pack wells are depreciated fully as allowed; other equipment depreciates over 20 years.
2. Contacted Paul Howard regarding engineering and billing prior to funding of SRF. District Manager Weber said there is no issue as long as VDE is pushing forward on SRF.

NEW BUSINESS:

1. Will the commissioners continue the "no fee" policy for seasonal shut offs for fall 2010? District Manager Weber said that last year VDE did 70 shut-offs at \$50 each for a total of \$3,500. While that's not out-of-pocket expense, it is still providing \$3,500 in services without reimbursement. District Manager Weber said 22 more people shut off their water last year than the prior year. The no fee policy was a good-will gesture, but reversing the policy could have a negative impact. There is still a fee to turn water back on in the spring. The Commissioners will consider raising the turn-on rate next time they consider rate changes. Commissioner Wood moved that the VDE offer shut off service in fall at no charge to customers but continue on a fee-for-service basis to do the turn-ons when requested. Commissioner Fairweather seconded the motion. The vote was unanimous.
2. Recommended changes to the personnel policy manual will be brought up in June.
3. There was some discussion about whether VDE should turn over the CDs. District Manager Weber said he does not know the rates yet. The CDs are typically one year. Commissioners asked if VDE should go longer. The CDs come due July 9. The Board will address the issue in June.
4. District Manager Weber said the new truck cost \$37,900; VDE received \$16,000 for the old one; and the capital account had \$16,530 in it before this year's funding was added. Commissioner Fairweather moved to authorize the District Manager to request from the Grantham Trustees of Trust Funds \$15,300 from the VDE Vehicle and Equipment Replacement Fund for the purpose of paying for the new truck that will service the Village District. Commissioner Sullivan seconded the motion. The vote was unanimous.

Operator Worthen said the truck needs some accessories, including identification decals and a step to get into the back. District Manager Weber said this will come from the budget. Other items, including the roof rack lights, were taken from the old truck.

5. Field input: Operator Worthen said the biggest issue they're facing now is that they cannot backwash the system at night because the valves are not functioning properly. Someone needs to stay with the system for over three hours during the process. He said this work had been done at night because it stirred up less water. They now do the work once a week, mid-morning/mid-week. District Manager Weber said he will have someone look at the system to see if the problem is with the valves, the air actuator that runs the valves, or both. Operator Worthen said Operator Perez tried unsuccessfully to adjust the valves. He said six of the 12 to 15 valves are already bad and others may be going bad.
6. In response to a question, District Manager Weber said he expects to hear back from Tate/Howard?? by the June meeting.

NON-PUBLIC SESSION

1. The Commissioners voted at 3:15 p.m. to go into non-pubic session for a personnel matter.
2. The Commissioners returned to public session at 3:21 p.m.

3. Commissioner Wood made a motion to seal the minutes from the non-public session. Commissioner Fairweather seconded the motion. The vote was unanimous.

NEW BUSINESS (Continued)

7. In response to a question, District Manager Weber said there is \$35 remaining in the magnesium permanganate account.
8. Commissioner Wood noted that the next meeting is scheduled for 3:30 p.m. June 16. Interim Clerk McClory said she and District Manager Weber had talked about the meeting time being changed to morning because she cannot work past 3 p.m. during the school year. Discussion ensued. It was agreed that the summer meetings would continue to be held at 3:30 p.m., and the issue will be addressed prior to September. A new clerk may have to be sought if no resolution can be found.

ADJOURNMENT

There being no further business, at 3:30 p.m. Commissioner Fairweather made a motion to adjourn the meeting. Commissioner Wood seconded the motion. The vote to adjourn was unanimous.

Respectfully submitted,

Lorie McClory
Interim Clerk