

**Village District of Eastman
Commissioners' Meeting—Village District of Eastman Office
December 21, 2011
Minutes**

IN ATTENDANCE: Chairman Bill Sullivan, Commissioners Bob Fairweather and Duncan Wood, Assistant Treasurer Ben Conroy, District Manager Bill Weber, Operators Josh Worthen and Neil Perez, Office Manager Pat Conroy, and Clerk Lorie McClory.

Thank you gifts were distributed to the staff and elected officials.

MINUTES: It was noted that the energy seminar did not happen.

Commissioner Fairweather made a motion to approve the minutes of the Nov. 16, 2011 meeting. Commissioner Wood seconded the motion. Unanimous approval.

FIELD: Commissioners thanked Operator Worthen for his work on Sunday repairing a water main break on Greensward Drive. He said a glued coupling came apart, something that has happened several times in different locations and is expected to continue considering the age of the system. Water System Operators (a private company) is the first responder to weekend issues. Their employees looked at the problem and thought it could wait until Monday. Operator Worthen said he went to see it for himself and found it was bigger than first thought. He called Clerk McClory, who sent a notice to Greensward residents.

The district has had four main breaks and several “saddle breaks” in 2011. The valve work done last year made it possible for VDE to isolate fewer customers and blow off air and dirty water during repairs.

Water main bleeds will be turned on today for the winter.

MANAGER'S REPORT:

1. The large generators are using a lot of lubricating oil for their age. These generators should last many years, but VDE must do a load bank test in February at a cost of approximately \$1,400.
2. Three homes on Howe Hill are now independently metered; a fourth home doesn't want to join the system. Metering will be checked during the next reading. Soil in the area is now declared safe within state limits, and the water usage for these properties continue to be billed to the ECA.
3. Draw down in Nov. 2010 was 273 feet below measuring point; in Nov. 2011 it was 249 feet down. Is VDE pumping less water? Specific yield from November 2010 might be off.

4. The pH of the district's water has been climbing since spring. Operator Perez said it varies by source. Water is tested per state regulations three to four times each month at four designated sampling sites.

SRF UPDATE

The contract was signed and work will begin today, including the installation of a silt fence, and the locating of lines and pipes. If weather is not a severe problem, the project should be completed at the end of February and testing complete at the end of March.

OLD BUSINESS:

1. The Commissioners reviewed edits and recommended changes to the Employee Manual. *Commissioner Wood made a motion to adopt the employee manual as amended during the meeting. Commissioner Sullivan seconded the motion. Unanimous approval.*
2. **2012 budget:**
Filter media: Added \$2,000 to the account in 2011; there is approximately \$30,000 in it now. The media was last changed in 2007 and it should be changed every 10 years. Media must be added between times because it slowly washes away with backwashing.

Revenue: Recommend budgeting \$314,000 in non-tax revenue. Average bill will increase about 9% with new rate schedule. Commissioners agreed to keep the tax rate unchanged.

Commissioner Fairweather made a motion to approve a proposed \$875,725 budget for FY2012 with numbers to be refined if necessary at the January meeting. Commissioner Wood seconded the motion. Unanimous approval.

NEW BUSINESS:

District Manager Weber will email a draft of the new rate mailing to commissioners for input.

NON-PUBLIC SESSION:

Commissioner Fairweather made a motion to go into non-public session at 9:50 a.m. Commissioner Sullivan seconded the motion. Unanimous approval.

Commissioners returned to public session at 10:05 a.m.

ADJOURNMENT:

Commissioner Fairweather made a motion to adjourn at 10:05 a.m. Commissioner Wood seconded the motion.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lorie McClory". The signature is fluid and cursive, with a large initial "L" and "M".

Lorie McClory, clerk