

Village District of Eastman
Commissioners' Meeting–Village District of Eastman Office
July 20, 2011
Draft Minutes

Attendance: Commissioners Bill Sullivan and Bob Fairweather; Treasurer Dave Wright; assistant Treasurer Ben Conroy; District Manager Bill Weber; Clerk Lorie McClory; Operator Josh Worthen. Commissioner Duncan Wood arrived late.

Call to order at 8 a.m.

FIELD: Very successful open house was held July 16.

Operator Worthen said July has been very busy, with the valve work, main flushing and two water main breaks: July 4 on Bobbin Hill and July 6 on Alpine Vista. Eastman Security and the operators went door-to-door on Alpine Vista to notify residents because of the timing of the outage. Operator Worthen explained that the water main for Alpine Vista feeds from Troon and through the woods to Niblic Lane and then to Alpine Vista. He said if there is ever a break between Troon and Niblic, there will need to be days of tree cutting before the main can be reached. It was suggested that the district pursue permission to cut some trees to keep the area more open in case a break should occur.

Commissioner Sullivan asked if the backwashing was still being done at night. Operator Worthen said the valves were sticking and someone had to be there, so they started doing it during the day. The valves were fixed but there are problems with the solenoids. It was suggested that all the solenoids be tested and replaced if needed. The commissioners suggested testing the system with the timer during the day when someone is watching to make sure it's working properly. If it does work, the district can go back to backwashing the system at night.

MINUTES: District Manager Weber said the Trustees of Trust Funds will release reimbursements after receiving final minutes from the district. To expedite the process, the minutes will be converted to PDF and emailed to the trustees as well as submitted by hard copy.

Commissioner Fairweather made a motion that the minutes from the June 15 meeting be approved as written with the appendix added being the information distributed at the meeting by Tata & Howard. Commissioner Wood seconded. Unanimous approval.

FINANCIAL REPORT:

1. The third SRF disbursement request has been received, +/- \$17,500K and deposited back in to our accounts. District Manager Weber said the next segment of the project will have to go out to bid and there will be a substantial delay in reimbursement. Therefore, cash in the bank may drop lower than normal. Set up contract for 90 days so

have time for reimbursement. Contractors know it takes time for SRF reimbursement. Or deep early pay discount.

2. District Manager Weber questioned the bank regarding the P&I payment that is due for December 2011, as it appears to be incorrect and not in line with our budget (it is lower). He said it is all set.
3. The *draft* annual audit has been received. Questions have been forwarded to Greg Colby. There is a copy in your package. Commissioners' questions can be forwarded to the auditors. There is a question about retirement health care being tracked. Believe this is related to former District Manager Virginia Buckley but we don't track it because she pays it.
4. The Grantham tax check has been received, though it will not show up on your reports until the August meeting.
5. The second new home planned has been stopped because of financing issues. All but the \$500 non-refundable application fee will be refunded.
6. We are where we should be this time of year financially; a few of the line items are running low though there is nothing regarding the bottom line that is of concern. Still come in negative on gasoline because of breaks, valve work, flushing. Gas up 85 cents since did the budget. Assume same next year and put more money in there.

MANAGER'S REPORT:

1. The valve project is complete. Lorie McClory will send a community thank you email next week after flushing is complete, which will be done about a week earlier than originally planned. Include thank you for open house attendance.
2. Overall water pumped for June is 450K lower than the same month one year ago. Leak repairs have had an impact on this number each of the last three summers.
3. The backflow preventer that a customer was required to install has been completed by a licensed plumber and verified. Few others still in warning stages.
4. The replacement vertical turbine pump is still out for repair. Expect it middle of next week.
5. All reports have been submitted for June.

OLD BUSINESS:

1. Discussion on rate structure and billing breakpoint was deferred.

NEW BUSINESS:

1. District Manager Weber said trees in the areas of water mains are becoming problems. We have asked people politely to take care of trees and it's not being done. Residents are asking if they have to go to ECA for permission to take down these trees. Is it similar to tree trimming by PSNH, which ECA has no control over? This will remain on the agenda. The attorney will be consulted about VDE's rights in this issue. Commissioners requested a survey be done of trees interfering with mains. Trees have grown in these

areas over the 40 years since the mains were buried and some of the mains cannot be found.

2. Commissioners reviewed and signed three copies of the MS-35 (balance sheet) for DRA.
3. The commissioners need to request reimbursement to the VDE operating fund for the valve project in the amount of \$115,035. The amount is higher than the first two years because there were more valves. The bank said they'd waive the penalty for taking money from the CD.

Commissioner Wood made a motion to request the Trustees of the Trust Funds transfer \$115,035 from Water Main and Valve Trust Fund to the VDE operating fund for the purpose of reimbursing the VDE for the costs associated with the third year of the water main valve project. Commissioner Fairweather seconded. Unanimous approval.

4. District Manager Weber said Tata & Howard feel each well will pump enough to pump against the system. Submersible pumps are reasonably priced. So far VDE has requested \$115,000 in reimbursement and the completed project anticipated budget total is \$385,000. The pump test has been accepted by the state and should be processed within two weeks.

Commissioner Fairweather made a motion to accept the recommendation of Tata & Howard to install three submersible pumps as the replacement of the current pumping system at source number 1, with an approximate construction cost estimate of \$250,000 per Tata & Howard's June 29, 2011 letter. Commissioner Sullivan seconded. Unanimous approval.

5. District Manager Weber said ECA General Manager Ken Ryder thought the VDE was not billing for the water used to irrigate the front entrance. The front entry "flower account" used 139,000 gallons between May and Nov 2010, with a bill of \$1,385.60. Invoices have been paid since 2004. District Manager Weber said there was confusion between the front entrance and the golf course bubblers, for which ECA is not billed. He estimated that ECA uses approximately 6,000 to 7,000 gallons of water each year and is charged the commercial rate of \$1/gallon. Commissioners agreed that they are willing to make this the VDE's donation to the community entrance. However, they added, if there is a water restriction, that also gets shut off. Commissioners asked if ECA pays the water tax or just the user fee. District Manager Weber said he would have to check. There will be no refunds issued for years prior to 2011 because the audits are done and accounts are closed.

Commissioner Fairweather moved that the commissioners, recognizing our common interest with ECA, agree that starting with the May 2011 billing VDE will not bill for water usage at the main Eastman entrance used for irrigation (flower bed account). We will continue to meter the usage for internal purposes. Commissioner Wood seconded. Unanimous approval.

Commissioner Wood moved that in the event of a water use restriction, the VDE retains the right to require the flower bed account be shut off during that interim condition. Commissioner Fairweather seconded. Unanimous approval.

6. Water use ordinance penalties discussion was deferred to another meeting.

7. Differing versions of the Personnel Policy Manual exist, but the original is on Office Manager Pat Conroy's computer. There is also a Standard of Conduct document, which was never merged. Commissioner Fairweather is working on merging the two documents and making changes as needed to recommend during a future meeting.

ADJOURNMENT: The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lorie McClory". The signature is written in black ink and is positioned above the printed name and title.

Lorie McClory
Clerk