

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

Attendance: Commissioners Bill Sullivan (chair), Bob Fairweather and Duncan Wood; Deputy Treasurer Ben Conroy; District Manager Bill Weber; Operator Josh Worthen; Moderator Dave Miller; Clerk Lorie McClory; Jenna Rzasa of Tata & Howard.

The meeting was called to order at 8:05 a.m.

Special District Meeting: There will be a special meeting at 7 p.m. Thursday, Sept. 22 at South Cove Activity Center to designate the commissioners as agents to expend funds from the Water Main and Valves Expendable Trust Fund. Officials went through the plan for the meeting. DM Weber said they will take a ballot vote. There is no required quorum of attendees, but there needs to be a quorum of the board. This is a majority vote. Polls will be open until everyone votes.

MINUTES:

Financial report, item 2, second sentence: Change to read, "Two changes were made to the document. Due to current interest rates, the anticipated interest income was reduced from \$3,000 to \$1,000. That loss of revenue was offset by increasing the anticipated tax revenue by \$2,000."

Financial report, item 3: change \$35,000 to \$2,000

Manager's report, item 1, second sentence: change to read, "The district is most likely pumping less water each year because leaks are being found and fixed as opposed to customers using less water."

Manager's report, item 3: Strike second sentence.

SRF Update, item 2, second bullet, second sentence: change to read, "He wants the plan to include a provision for a meter for well 2 in case it is reactivated.

Other, second item: replace with, "District Manager Weber said he will need the trustees to take \$35,000 out of the water main and valve CD to cover the shortage from the water main and valve trust account for the reimbursement request of \$103,000, with approval of the Trustees of Trust Funds."

Commissioner Wood also asked that future minutes indicate items that need to come back under old business.

Commissioner Wood made a motion to approve the minutes as amended. Commissioner Fairweather seconded the motion. Unanimous approval.

FIELD:

Backhoe: Operator Worthen said the report received concerning the backhoe from Nortrax of Springfield, Vt. was very poorly done. The options are to have a technician come to the district to look at the equipment and decide what needs to be done (\$150) and perhaps make the repairs on site, or send the backhoe there (\$500). If the brakes need to be completely replaced, the estimate is \$2,500. Commissioners agreed to have the technician come here. Operator Worthen said it is his opinion that the backhoe needs to be replaced. Commissioners said vehicles will be under discussion during budget preparation.

Service: Operator Worthen said service connection on Greensward is planned for early next week. The road will be closed at least one day, although blasting may take two. The Alpine Vista main will be

moved Sept. 28. Customers on Alpine Vista and Lakeview will be without water. All customers will be called because it is such a small area.

Nighttime backwashing: Operator Worthen said there is still a question whether three valves will operate properly. They are obsolete but replacements available.

Update and draft drawings of well field SRF project: Jenna Rzasa of Tata & Howard showed the conceptual plans for the project, noting that they had been updated after the Sept. 15 discussion. She said the base plan needs to be updated because there are no as-built drawings.

Discussion points included: piping in a way to avoid future crossovers; using three new wells with one meter and still getting individual well samples; setting up sources 2 and 6 to work together in such a way that they would run individually but use the same piping rather than have redundancy; the need to have the dug wells decommissioned after the equipment is removed from them and to have that work as part of the SRF funding.

Ms. Rzasa said the draft plans will be submitted to DES next week, bids will be submitted in October and work will be done in November. DM Weber said VDE has requested a three-year phase in before abandonment of the other wells is complete.

The commissioners asked how the bid packets will be distributed. Ms. Rzasa said the package will go to a printing company, and bidders will request and pay for the packets through that company. The company keeps track of who has received packets.

Commissioners signed the final contract.

FINANCIAL REPORT:

1. The spreadsheet was adjusted to match MS-34.
2. Gasoline line item is very low because of price increases. Have to look at for next year.
3. Communications line includes billing, which is why it's so high.
4. Propane was prepaid; FEMA reimbursement request was submitted for \$2,500.
5. Operating report: the generator was used a lot during the tropical storm outage. FEMA got a copy.
6. Draw down: water level got worse for the dug wells but better for bedrock and source 6. Levels are read three times a month to get an average.

MANAGER'S REPORT:

1. The solar/battery backup device for communication between the Hill Top tank and the pump system has been installed and testing is underway. The battery can run 36 to 48 hours; if solar, it could be indefinite.
2. There was a question from a customer about water hardness. District Manager Weber said VDE doesn't measure but will follow up. Last time it was measured, it was 100 for the blended water.

OLD BUSINESS:

1. **Water use restriction ordinance:** No penalties were ever adopted. Commissioners said to eliminate the reactivation fee in the third violation level and replace it with: Water will be reactivated once the fine is paid.

There was much discussion about the additional restrictions available and whether to add them to various levels or to leave them as options for various situations. Commissioners were split. The commissioners were told they will be given information on the water levels and they will make the determination of the level of restriction to implement.

Commissioners asked that Treasurer Wright look at the options and that this come back to the Board in October.

They also gave District Manager Weber edits for the "first warning" post card.

2. **Rate structure and billing breakpoint:** A notice of the new rates can go out with the November billing. Approval will be done at the October meeting, and the rates will be effective October 2011. November's billing will be based on current rate structure. The notice will explain the rate structure charges more for more gallons of water used in order to promote water conservation. It will also tell customers when the last rate increase was and that the VDE is trying to bring usage revenue more in line with operating costs.
3. **Water main easement:** there is a question about whether the CEC had the right to convey easements on Deer Run or on the 14th Hole on Wedgewood Drive. A deed search needs to be conducted.
4. **Protecting homes from water damage while away:** After some discussion, the commissioners agreed that the VDE staff can offer a program with Sustainable Eastman on how people can protect their homes from water damage while they are on vacation or away for an extended period. It is scheduled for 4-6 p.m. Oct. 7. They said the staff should be limited in what they say because the VDE's job is only to shut off the water at the curb. It is up to the homeowners and plumbers to handle the inside of a home because each situation is different.
5. VDE received a letter from the Springfield Conservation Commission stating that VDE does not need their input to complete the Source 1 well field work.
6. **Clerk of the works:** District Manager Weber recommended hiring Bob Lagassa as clerk of the works for approximately 10 to 16 hours/week for the SRF project. Commissioners agreed with his recommendation.
7. District Manager Weber said he checked with a few other water districts about how they issue warnings during water restrictions. One includes it with monthly bills; another distributes them through the town's code enforcement officer. A third reported they used to use certified letters, but people refuse to pick them up.
8. The "tree" letter generated response, and the field crew has marked more trees. A tree company will come in next week to do the cutting. The cost is \$1,000 for a two-person crew and chipper for a day, and the bill will be divided proportionately between customers who need the work done.

NEW BUSINESS:

Commissioner Wood made a motion to appoint the district manager as agent for the construction of the replacement of the Source 1 well and to serve in that role on behalf of the district.

Commissioner Fairweather seconded the motion. Unanimous approval.

NON-PUBLIC SESSION:

Commissioner Fairweather made a motion to go into non-public session at 10:25 a.m. to discuss personnel. Commissioner Wood seconded the motion. Unanimous approval.

The commissioners returned to public session at 10:45 a.m.

The meeting was adjourned at 10:46 a.m.

Respectfully submitted,



Lorie McClory

