

ANNUAL MEETING
VILLAGE DISTRICT OF EASTMAN

MARCH 21, 2007

GRANTHAM TOWN HALL, GRANTHAM, NH

Notices of this meeting were posted at the Village District of Eastman Office, the Grantham Town Office, the Eastman Community Association Office, the Kearsarge Shopper, the Grantham Post Office and on the Village District of Eastman Web Site.

Moderator Richard C. Woodhouse called the meeting to order at 7:03PM. Before getting into the official business of the meeting, Mr. Woodhouse called on Commissioner Sullivan, who took a few moments to thank retiring Commissioner Stevenson for his many years of service to the Village District of Eastman. He also addressed the service given to the District by ex-commissioners Matt Hines and Kevin Tombs.

The Moderator then called on Commissioner Stevenson who thanked Commissioner LaGassa for the many hours he had contributed during the period when he served as acting District Manager following the retirement of Virginia Buckley.

Mr. Woodhouse introduced those seated at the head table: Commissioners Robert E. LaGassa, William P. Stevenson II, William E. Sullivan, Water District Manager James J. Donison, Treasurer David W. Wright and Clerk Charles R. Pippin.

Mr. Woodhouse thanked the Supervisors of the Check Lists; representing Enfield, Bob Foley and Jim Gerding; representing Grantham, Sandy Noordsy and Janet Goodrow; representing Springfield, Pixie Hill and Cheryl Wood.

Appointments were made by Mr. Woodhouse to Deputy Moderators; Bob Chew and Don Noordsy, then to Ballot Clerks; Cynthia Chew and Bill Zimmerman.

Mr. Woodhouse explained the meeting format and his plan to use the Condensed Robert's Rules as printed in the Annual Report.

The Moderator then proceeded to open the polls at 7:05 PM for a period of two hours for the purpose of voting on Article 1.

Mr. Woodhouse read Article 1:

ARTICLE 1:

To choose Village District of Eastman officers: one Commissioner to serve a three year term and one Commissioner to serve a two year term. The candidate for Commissioner receiving the greater number of votes shall serve the three year term.

The polls were closed at 9:05PM and Ballot Clerks Cynthia Chew and Bill Zimmerman submitted the results to the Moderator. Mr. Robert Fairweather received 36 votes and Mr. William Sullivan

received 35. Mr. Fairweather will serve the three year Commissioner term and Mr. Sullivan the two year term.)

There being no discussion on Article 1, the Moderator read Article 2:

ARTICLE 2:

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$517,500 which represents the Operating Budget. Said sum does not include special or individual articles addressed.

(Majority vote required)

Commissioner LaGassa moved the Article be approved and Commissioner Stevenson seconded the motion. Commissioner LaGassa addressed the article explaining the funds are required for day-to-day operations of the District. He also explained how the commissioners arrived at the amount shown in the article and that it is lower than budgeted in FY 2006 for this same purpose.

Mr. Tombs asked for an explanation of what would be spent on the Well Field Improvement Project during 2007. Commissioner LaGassa explained what remained to be completed and stated that the major variable in costs was the State permitting process of Water Source #5.

Mr. Noordsy asked for an explanation of the employee benefits increase. Commissioner LaGassa explained that in 2006 VDE went the entire year short one employee and the District Manager position was vacant for several months. When the manager position was filled, benefits were paid at the "individual" rate rather than "family" rate. The 2007 budget reflects having all positions filled with three by married persons requiring "family" benefits. In addition, Health Insurance went up 10% between 2006 and 2007.

There being no further questions, the Moderator called for a vote which carried unanimously.

Mr. Woodhouse read Article 3:

ARTICLE 3:

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$226,035.70 which represents the Principal and Interest payment for the Well field Improvement Project.

(Majority vote required)

Commissioner Stevenson moved the article be approved and Commissioner Sullivan seconded the motion. Commissioner Stevenson addressed the article.

Mr. Tombs asked, "As we have borrowed money don't we have to pay this regardless of the village vote?" It was explained that it was a requirement to have this listed as an article. While to not approve it would be financially disastrous for the District, the residents do have the legal right to not approve it.

Mr. Barns asked if this would be an article every years until the loans are paid in full. He was assured it would be there.

There being no further questions the Moderator call for a vote. It passed unanimously.

Mr. Woodhouse read Article 4.

ARTICLE 4:

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$15,000 to be added to the previously established Inventory Hardware Reserve Fund. The commissioners recommend this appropriation.

(Majority vote required)

Commissioner Sullivan moved that the article be passed and Commissioner LaGassa seconded the motion.

There being no questions, the Moderator called for a vote, which passed.

Mr. Woodhouse read Article 5.

ARTICLE 5:

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$3,000 to be added to the previously established Office Equipment Reserve Fund.

The commissioners recommend this appropriation

(Majority vote required)

Commissioner Stevenson moved that it be passed, and Treasurer Wright seconded the motion. Commissioner Stevenson gave a short explanation of the article.

There being no questions, the Moderator called for a vote that passed unanimously.

Mr. Woodhouse read Article 6.

ARTICLE 6:

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$15,000 to be added to the previously established Well Rejuvenation Reserve Fund and to re-designate this as the Well Renovation Reserve Fund.

The commissioners recommend this appropriation.

(Majority vote required)

Commissioner LaGassa made the motion to pass the article and it was seconded by Commissioner Sullivan. Commissioner LaGassa gave a short explanation of the Fund and why additional money in the Fund was required.

Mr. Darling asked how the board knew that \$15,000 was the right amount to add to the Fund? Commissioner LaGassa stated it was based on a previous bid and the projected costs to rejuvenate the wells and the expected time to do it.

There being no further questions, the Moderator called for a vote, which passed unanimously.

Mr. Woodhouse read Article 7.

ARTICLE 7:

To see if the Village district of Eastman will vote to raise and appropriate the sum of \$20,000 to be added to the previously established Water Main Maintenance Expendable Trust fund. The commissioners recommend this appropriation.

(Majority vote required)

Commissioner Stevenson moved the article be approved and Commissioner Sullivan seconded the motion. Commissioner Stevenson explained why the funds were needed.

There being no questions, the Moderator called for a vote, which passed unanimously.

The Moderator read Article 8.

ARTICLE 8:

To see if the Village District of Eastman will vote to raise and appropriate the sum of \$40,000 to the previously established Storage Tank Reserve Fund and to re-designate this as the Anderson Pond Storage Tank & Booster Station Reserve Fund.

The commissioners recommend this appropriation.

(Majority vote required)

Commissioner LaGassa moved the article be approved and Commissioner Sullivan seconded the motion. Commissioner LaGassa explained that the tank and booster station was needed to increase the storage tank capacity of water for the community at full development to give at least two days reserve in the event of an emergency. He also pointed out that the Anderson Pond, West Cove and Butternut Road region of the District contained about 40 per cent of the population, but was vulnerable to a major break between the region and the Hill Top Storage Tank. Finally, he explained the need to relocate and upgrade the Anderson Pond Booster Station to the level of service that the District provided the Snow Hill region in 2002. The reserve fund would build sufficient funds to conduct the upgrade at the end of the ten year Capital Improvement Program planning period without the need to take on additional debt.

There being no questions, the Moderator called for a vote, which passed unanimously.

Mr. Woodhouse read Article 9.

ARTICLE 9:

To see if the Village District of Eastman will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Vehicle Replacement and raise and appropriate the sum of \$7,000 to be placed in this fund and to designate the commissioners as agents to expend.

The commissioners recommend this appropriation.

(Majority vote required)

Commissioner Sullivan moved the article be approved and Clerk Pippin seconded. Commissioner Sullivan stated the age of the vehicles and when they should be replaced.

The Moderator called for a vote, which passed.

The Moderator read Article 10.

ARTICLE 10:

To see if the Village District of Eastman will vote to dispose of, at public auction, excess or obsolete equipment and materials resulting from the Well Field Improvement Project: a generator set; two well pumps and a motor; a reel of copper wire; a well adapter; eight (8) inch ductile iron water main piping; various PVC electrical conduits; a variable frequency device; two transformers, and various electrical panels and components, and to use the proceeds to reduce the principal of the notes for the Well Field Improvement Project.

(Majority vote required)

Commissioner LaGassa moved the article be approved and Commissioner Stevenson seconded the motion. Commissioner LaGassa explained what items needed to be disposed of and stated that before holding an auction, the District planned to first work with the suppliers to see if the items could not be sold back for "re-stocking".

Mr. Darling asked if the District had any experience at auctions? Manager Donison stated he was familiar with the process, but didn't feel it would be necessary to actually hold an auction.

Mr. Tombs questioned the wording of the article stating the scope may be too narrow in stating just "auction" and would not allow restocking the excess materials for the project. Mr. LaGassa stated the District had used restocking in the past on this project without objection from the auditors.

There being no further questions, the Moderator called for a vote, which passed unanimously.

ARTICLE 11:

To transact any other business that may legally come before the meeting.

Mr. Darling asked what the term "requires definition" meant in the Capital Improvement Program (CIP) report for various Project Descriptions. Commissioner LaGassa explained that those projects required either better definition of the scope or cost, or were determined to be of lower priority, and thus, unaffordable at the current time. He noted that they were listed and summarized so that the membership would understand there is a requirement, even though insufficiently defined and unfunded. He pointed out that the only CIP projects addressed at this meeting were those included

in Special Warrant Articles 4 through 9; all of which were of highest priority and adequately defined in scope and cost.

Mr. Noordsy requested that in the future, all viewgraphs be included in the handouts that will be used in the presentations.

Mr. Zimmerman asked the Moderator for the floor, which was granted. He made the following motion:

("I move you, sir, that the Annual Meeting here assembled of the Village District Eastman convey its appreciation to former Commissioners Matt Hines and Kevin Tombs for their exceptional oversight of the Well Field Improvement Project and its gratitude to Commission Robert LaGassa for his adroit leadership of the Village District, including his service as acting Manager, during a most difficult and critical period.")

The motion was seconded by Mr. Eastman. The motion passed unanimously with applause.

Commissioner LaGassa, speaking on behalf of the District Officers, thanked the community for their patience during the long period of water bans while new water sources were being developed.

Mr. Eastman asked if there were any plans to look for new wells. Commissioner LaGassa stated that there would be a project for "Well Exploration & Development" in the next annual update to the Capital Improvement Program. He described the alternatives available to the District should an unexpected failure require the development of another water source in the interim.

Commissioner Sullivan announced that the District will be having an open-house in early summer to show the community what has been taking place at "their" water plant.

Moderator Woodhouse turned the absentee ballots over to the Supervisors of the Checklists at 8:15PM.

There being no further discussion, Moderator Woodhouse recessed the meeting at 8:31 PM to await the results of the ballot vote on Article 1.

At 9:05, following closing of the polls, Clerk Pippin motioned to adjourn the meeting and Treasurer Wright seconded the motion. All present voted unanimously to do so and Moderator Woodhouse closed the meeting.

These minutes are submitted by:

C. R. Pippin

Clerk