

**Minutes of the Annual Meeting
Village District of Eastman
Enfield, Grantham and Springfield
March 23, 2011**

Moderator David Miller called the Annual Meeting of the Village District of Eastman to order at 7:02 p.m. Wednesday, March 23, 2011 at The Center at Eastman.

Polls were opened at 7:08 p.m. for Article 1; the election of officers. Article 2, and all others, will be taken up starting at 7:15 p.m. Absentee ballots for Article 1 will be cast at 8:15 p.m.

Moderator David Miller explained that he was appointed by the commissioners after former Moderator Chuck Woodhouse resigned and moved out of state. He introduced the other district officials: Commissioners Bill Sullivan, Bob Fairweather and Duncan Wood; Treasurer David Wright, Assistant Treasurer Ben Conroy, Clerk Lorie McClory and District Manager Bill Weber. He thanked the supervisors of the checklist from each town: Enfield: James Gerding and Nancy White; Springfield: Cheryl Wood and Sally Allen; and Grantham: Janet Goodrow and Donna Stamper.

The moderator noted that we will be using Robert's Rules. The format will be: a motion will be read aloud, moved and seconded, and then discussion will be allowed. Voters may raise their hands to ask questions or make comments. When called on, give name and town of residence. Limit comments to three minutes and to the article under discussion. Everyone will have a chance to speak before a person can speak a second time. Amendments must be submitted in writing and a second required. It must relate to the article under discussion.

Article 1

To choose Village District of Eastman Officers: one Commissioner to serve a three-year term, one Treasurer to serve a one-year term, one Clerk to serve a one-year term, and one Moderator to serve a one-year term. Moderator Miller said this will be decided at the polls.

Article 2

To see if the Village District of Eastman will vote to raise and appropriate the sum of Seven Hundred Twelve Thousand, Nine Hundred and Eight Dollars, (\$712,908), which represents the Budget. This amount includes: Five Hundred Thirty-Nine Thousand, Four Hundred and Eight Dollars (\$539,408) for the Operating Budget and One Hundred Seventy-Three Thousand Five Hundred Dollars (\$173,500), which represents the Principal and Interest payment for the Well Field Improvement Project. Said sum does not include special or individual articles addressed.

Commissioner Fairweather moved Article 2 as written; Sally Wood of Grantham seconded.

Fairweather referred to Pages 12 and 13 of the Annual Report for comparative statements. He explained administrative costs are increasing approximately 1.4% from last year (\$5,000) for wages; the backhoe needs more repairs (\$2,500), and other costs, such as electricity and propane, are increasing. The water treatment budget is decreasing, including chemicals costs by approximately \$3,000. Conservation activities: there is the potential to obtain an easement on

land abutting the well field on the Springfield side to provide a buffer zone for the well field. Miscellaneous: contingency is up \$3,000, which could be used for main breaks and other such emergencies. Total operations budget up 1.9% or \$10,000. Tried to keep costs down. Debt service: Commissioners refinanced the two loans on the wellfield improvement project, consolidating two into one. Payments went from \$212,000 last year to \$173,500, an 18% reduction. Apply some savings to capital items. Taxes will remain the same as last year.

VOTE: Unanimous approval. Moderator declared the motion carried.

Article 3

To see if the Village District of Eastman will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to the previously established *Inventory Hardware Reserve Fund* (created in 2005).

Commissioner Sullivan moved Article 3 as written; Treasurer Dave Wright seconded.

Sullivan explained this money is used to replace inventory. Suppliers are stocking less, and VDE has to stock more so materials are available to better serve the customers.

VOTE: Unanimous approval. Moderator declared the motion carried.

Article 4

To see if the Village District of Eastman will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to the *Water Mains and Valves Maintenance Expendable Trust Fund* (created in 1995 Renamed in 2008).

Commissioner Wood moved Article 4 as written; Commissioner Sullivan seconded.

Wood said this funding was kept separate from Article 5 because it is the largest amount being added to a trust fund. He said the distribution component (water mains, etc.) is the weakest element with the most unknowns. Wood said a recent example is the 8" main that broke near Fernwood Lane in January, which has been repaired, but related road paving won't be done until spring. The valve replacement program is in its third and final year. He explained that three years ago VDE officials discovered there are not enough valves to shut off small portions of the system during water emergencies or routine repairs, and many of the existing valves had corroded. Fifteen were replaced and another 40 added so VDE can isolate portions of the system and have fewer people without water during shutoffs or breaks.

David Wood from Grantham asked the cost of installing and replacing valves. Commissioner Wood said the cost is approximately \$2,000 each on the 4" spur lines, with a few at \$5,000 each on the 8" main lines.

VOTE: Unanimous approval. Moderator declared the article carried.

Article 5

To see if the Village District of Eastman will vote to raise and appropriate the sum of Forty-One Thousand, Two Hundred and Thirty Dollars (\$41,230) to be added to the following and previously established Capital Reserve Funds, and to designate the Commissioners as agents to expend from these funds.

CAPITAL RESERVE ACCOUNT TITLE	FUNDED AMOUNT 2010	PROPOSED AMOUNT 2011
INVENTORY HARDWARE RESERVE	10,000	See Article 3
METER REPLACEMENT RESERVE		
SECURITY IMPROVEMENTS		5,000
OFFICE EQUIPMENT RESERVE	3,000	
WELL RENOVATION RESERVE	8,000	
VEHICLE & EQUIP REPLACEMENT RESERVE	20,000	5,000
WATER MAIN TRUST FUND	50,000	See Article 4
FILTER MEDIA REPLACEMENT	15,000	2,000
GENERATOR AND PUMP STATIONS	10,000	8,000
OFFICE BUILDING	5,000	13,230
WELL EXPLORATION AND DEVELOPMENT	3,000	
ALTERNATIVE AND ENERGY AUDIT / STUDY	2,500	
COMPUTER SOFTWARE UPGRADES/MAINT	10,000	3,000
STORAGE TANK REPAIR AND MAINTENANCE		See Article 6
ALLEN'S DRIVE		
BUILDING MAINTENANCE	3,000	5,000
WATER AUDIT / LEAK STUDY	4,000	
WTF OPERATIONS STUDY	3,000	

Commissioner Fairweather moved Article 5 as written; Commissioner Sullivan seconded.

Fairweather said the commissioners decided this year to group the trust funds into one article. These accounts fund the long-term capital program set forth by the commissioners. Some funds are being increased; others are not based on their priority and account balance.

Andy Kargacos, Grantham: How much money is in all funds as of Dec. 31? Fairweather said \$461,500, with the biggest chunk in the water mains and valves fund: \$260,000.

David Wood, Grantham: What security improvements are being considered? Fairweather said an engineering study was done three years ago, and it identified areas VDE might want to consider for improvements. Animal intrusions into the wellfield the last couple summers led to a fence to keep wildlife and related contamination out of the system. Some areas have fire alarms, but may want to consider anti-intrusion alarms as well. The district last summer voted to start a

renovation project on the oldest dug wells; VDE is in the middle of that now and will use some of that money for perimeter fencing as well.

Moderator Miller said when he was on the commission, people were getting into the well area and causing damage. Sullivan said there is a good fence in place now for keeping out vehicles.

VOTE: Unanimous approval. Moderator declared the motion carried.

Article 6

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 *Water Storage Tank Repair and Maintenance* and to raise and appropriate Five Thousand Dollars (\$5,000) to be placed in this fund, and to designate the Commissioners as agents to expend from this fund.

Commissioner Wood moved Article 6 as written; Ebba McArt of Grantham seconded.

Wood said VDE currently has no reserve fund for its two storage tanks. Storage tanks are mostly static: you build them and they sit there. All physical structures need to be repaired at some time. It may not be in the next couple of years, but the commissioners want to build up the balance to have when needed so any repair costs don't hit the tax rate all at once.

District Manager Weber said the VDE spends \$2,500 every two or three years to have the tanks cleaned. This year a video-recording was made of the tanks to look for problems. There is no emergency, but eventually concrete cracks and needs to be repaired. If the tanks are maintained properly, they'll last a long time.

VOTE: Unanimous approval. Moderator declared the article carried.

Article 7

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

Commissioner Sullivan noted that the annual report is dedicated to Office Manager Pat Conroy, who has been with the VDE for 23 years through four district managers. She's been the glue to hold the district together from an operations point of view and will be retiring in February 2012. If you get a chance, drop by the office to thank her for her dedication to the district.

Commissioner Wood noted that the semi-annual open house at the water treatment plant will be held July 16 so people can see how water goes from well to tap. (Rain date July 23.)

Bob Parker, Enfield, asked why the tax rate in Enfield is usually 20 to 30 cents more per thousand than in Springfield and Grantham. District Manager Weber said it's based on the valuation of the town (in this case the portion of the town in the water district) and the equalization ratio, but the towns are not equalized the same. He recommended Parker call DRA to ask specifics; he will provide Parker with a contact name and number. Parker noted Enfield's rate is going up this year while Springfield and Grantham are going down, and said people should pay equal for equal services.

Commissioner Sullivan thanked everyone for coming to the meeting.

Article 1

Polls were closed at 9:08 p.m. and ballots counted with the following results:

Commissioner: Duncan Wood received 25 write-in votes

Treasurer: David Wright, 26 votes

Clerk: Lorie McClory, 27 votes

Moderator: David Miller, 27 votes

Adjournment

Commissioner Fairweather moved to adjourn. Commissioner Sullivan seconded the motion. The meeting was adjourned at 9:19 p.m.

Respectfully submitted,



Lorie McClory
Village District Clerk

