

APPROVED

TOWN OF GRANTHAM TRUSTEES OF TRUST FUNDS MEETING MINUTES February 12, 2019

Trustee Coakley called the meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 1:07 PM on Tuesday February 12, 2019 in the Jerry Whitney Memorial Conference Room in the Grantham Town Building located at 300 Route 10 South in Grantham.

PRESENT: Trustee James Coakley and Trustee Robert Fogg. Trustee Dahlman was absent.

REVIEW AND APPROVE MINUTES OF THE JANUARY 8, 2019 MEETING: A motion was made by Trustee Fogg, and seconded by Trustee Coakley to approve the minutes of the January 8, 2019 meeting as distributed. *Approved Unanimously.*

BOOKKEEPERS REPORT

VILLAGE DISTRICT OF EASTMAN DEPOSITS: On January 22, 2019 Trustee Dahlman made deposits of checks from the Village District of Eastman to the following accounts: General Wastewater System Repair & Upgrades - \$80,000.00; General Wastewater System Repair & Upgrades - \$64,286.00; Water Mains & Valves Maintenance ETF - \$85,000.00; Storage Tank Repair & Maintenance CRF - \$10,000.00; Meter Replacement & Backflow Program CRF - \$10,000.00; Vehicle & Equipment Replacement & Maintenance CRF - \$20,000.00.

NEW BUSINESS

VILLAGE DISTRICT OF EASTMAN DISBURSEMENTS REQUESTS:

- **Water Treatment Trust Fund:** The Village District of Eastman submitted a request dated January 15, 2019 to withdraw \$10,808.82 from the Water Treatment Trust Fund. Trustee Fogg reviewed the six invoices and copies of the checks submitted to support this request. An invoice from USA Bluebook dated January 29, 2018 for chemical line rebuild in the amount of \$1,458.13 was paid by check number 4407 on February 9, 2018. An invoice from AD Instruments dated January 31, 2018 in the amount of \$2,530.25 for pH probe rebuild was paid by check number 4391 on February 9, 2018. An invoice from Pollard water dated June 29, 2018 for Chemical Pump-KMnO₄ in the amount of \$1,087.26 was paid by check number 5137 on July 13, 2018. An invoice from USA Bluebook dated August 14, 2018 in the amount of \$948.99 for a Chemical drum was paid by check number 5225 on September 7, 2018. An invoice from S4 Water dated November 12, 2018 for Filter 3 cleaning in the amount of \$3,403.86 was paid by check number 5329 on November 16, 2018. An invoice from Tonka/US Water dated November 30, 2018 in the amount of \$1,380.33 for Manway assemblies for filters was

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paid by check number 5378 on December 14, 2018. The Village District Commissioners are designated as agents to expend. They approved the withdrawal at their meeting of December 17, 2018. Trustee Fogg reported that the fund had a balance of \$12,983.42, which is sufficient for this request. Trustee Fogg made a motion to approve. Seconded by Trustee Coakley. *Approved Unanimously.*

- **Meter Replacement & Backflow Program CRF:** The Village District of Eastman submitted a request dated January 15, 2019 to withdraw \$3,304.20 from the Meter Replacement & Backflow Program CRF. Trustee Fogg reviewed the three invoices and copies of the checks submitted to support this request. All three invoices are from the Stiles Company for Meter bodies. The first invoice is dated January 22, 2018 in the amount of \$638.40 and was paid by check number 4404 on February 9, 2018. The second invoice is dated July 19, 2018 in the amount of \$685.80 and was paid by check number 5184 on August 10, 2018. The third invoice is dated August 1, 2018 in the amount of \$1,980.00 and was paid by check number 5184 on August 10, 2018. The Village District Commissioners are designated as agents to expend. They approved the withdrawal at their meeting of December 17, 2018. Trustee Fogg reported that the fund had a balance of \$29,154.65, which is sufficient for this request. Trustee Fogg made a motion to approve. Seconded by Trustee Coakley. *Approved Unanimously.*
- **Storage Tank Repair & Maintenance CRF:** The Village District of Eastman submitted a request dated January 15, 2019 to withdraw \$6,990.00 from the Storage Tank Repair & Maintenance CRF. Trustee Fogg reviewed the one invoice and copy of a check submitted to support this request. The invoice from Underwater Solutions is dated October 17, 2018 for Tank Cleaning Snow Hill & Hilltop in the amount of \$6,990.00 was paid by check number 5305 on November 2, 2018. The Village District Commissioners are designated as agents to expend. They approved the withdrawal at their meeting of December 17, 2018. Trustee Fogg reported that the fund had a balance of \$37,284.10 which is sufficient for this request. Trustee Fogg made a motion to approve. Seconded by Trustee Coakley. *Approved Unanimously.*
- **Water Mains & Valves CRF:** The Village District of Eastman submitted a request dated January 15, 2019 to withdraw \$18,109.91 from the Water Mains & Valves CRF. Trustee Fogg reviewed the fourteen invoices and copies of the checks submitted to support this request. An invoice from Ferguson WaterWorks for Inventory is dated July 17, 2018 in the amount of \$1,115.89 was paid by check number 5153 on July 27, 2018. An invoice from WSO Plus dated August 17, 2018 for Shore Road/Finch gate valve replacement in the amount of \$3,237.34 was paid by check number 5228 on September 7, 2018. An invoice from Legacy Landscaping dated August 29, 2018 for a tree in the amount of \$500.00 was paid by check number 5220 on September 7, 2018. Four invoices from Ferguson WaterWorks were processed for inventory. The first invoice was dated October 11, 2018 in the amount of \$727.90 and paid by check number 5297 on November 2, 2018. The second invoice received on October 26, 2018 in the amount of \$201.78 was paid by check number 5319 on November 16, 2018. The third invoice was dated October 29, 2018 in the amount of \$721.20 and was paid by check number 5319 on November 16, 2018. The fourth invoice was dated October 30, 2018 in the amount of 634.79 and

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was paid by check number 5319 on November 16, 2018. An invoice from United Construction for test pits for saddle replacements was dated November 1, 2018 in the amount of \$3,311.09 and paid by check number 5377 on December 14, 2018. There are three additional invoices from Ferguson WaterWorks for inventory. First is an invoice dated November 8, 2018 in the amount of \$984.60 and paid by check number 5319 dated November 16, 2018. Next is an invoice dated November 9, 2018 in the amount of \$835.50 and paid by check number 5319 on November 1, 2018. Next is an invoice dated November 15, 2018 in the amount of \$562.15 and paid by check number 5344 on November 30, 2018. An additional invoice was received from United Construction dated November 26, 2018 in the amount of \$2,825.20 for test pits for saddle replacements paid by check number 5377 dated December 14, 2018. There is an additional invoice from WSO Plus dated December 2, 2018 for Otter Road and Bobbin Lane repairs in the amount of \$1,120.00 paid by check number 5381 dated December 114, 2018. The Village District Commissioners are designated as agents to expend. They approved the withdrawal at their meeting of December 17, 2018. Trustee Fogg reported that the fund had a balance of \$274,995.66 which is sufficient for this request. Trustee Fogg made a motion to approve. Seconded by Trustee Coakley. *Approved Unanimously.*

- **Well Renovation CRF:** The Village District of Eastman submitted a request dated January 15, 2019 to withdraw \$8,428.00 from the Well Renovation CRF. Trustee Fogg reviewed the single invoice and copy of the check submitted to support this request. An invoice from Barrie Miller Well Service dated October 15, 2018 for S6 surge and pump service in May 2016 in the amount to \$8,428.00 was paid by check number 5315 on November 16, 2018. The Village District Commissioners are designated as agents to expend. They approved the withdrawal at their meeting of December 17, 2018. Trustee Fogg reported that the fund had a balance of \$13,589.19 which is sufficient for this request. Trustee Fogg made a motion to approve. Seconded by Trustee Coakley. *Approved Unanimously.*
- **General Wastewater System Repair and Upgrades:** The Village District of Eastman submitted a request dated January 15, 2019 to withdraw \$30,863.75 from the General Wastewater System Repair and Upgrades Fund. Trustee Fogg reviewed the eight invoices and copies of the checks submitted to support this request. An invoice from Underwood Engineering dated July 31, 2018 in the amount of \$6,571.99 for Headworks Building Improvements was paid by check number 1656 on August 24, 2018. An invoice from Underwood Engineering dated September 30, 2018 in the amount of \$2,689.88 for Influent hydraulics improvements was paid by check number 1682 on October 19, 2018. An invoice from Stearns Septic dated October 12, 2018 in the amount of \$12,205.00 for Camera Work and jetting was paid by check number 1679 on October 19, 2018. An invoice from USA Bluebook dated October 29, 2018 in the amount of \$2,245.40 for Sensor and probe, Headworks improvements was paid by check number 1694 on November 16, 2018. An invoice from Stearns Septic dated November 2, 2018 in the amount of \$7,480.00 for Camera/jetting West Cove was paid by check number 1696 on November 16, 2018. An Invoice from WSO Plus dated December 2, 2108 in the amount of \$12,000.00 for Effluent Building Improvements was paid by check number 1709 on December 14, 2018. An invoice from WSO Plus dated November 5, 2018 in the amount

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of \$5,300.00 for Headworks – bypass and valve was paid by check number 1697 on November 16, 2018. An invoice from WSO Plus dated November 12, 2018 in the amount of \$1,901.48 for Robin Lane Sewer line repair was paid by check number 1697 on November 16, 2018. An invoice from WSO Plus dated December 2, 2018 in the amount of \$12,000.00 for lagoon pump station wet well hatch, design, build, install was paid by check number 1709 on December 14, 2018. A Check to the Streeter Corporation for invoice number 80818 in the amount of \$19,530.00 was previously reimbursed from the trust fund in error. This reimbursement is reduced by this amount. The Village District Commissioners are designated as agents to expend. They approved the withdrawal at their meeting of December 17, 2018. Trustee Fogg reported that the fund had a balance of \$549,569.83 which is sufficient for this request. Trustee Fogg made a motion to approve. Seconded by Trustee Coakley. *Approved Unanimously.*

Town of Grantham Request for information: The town will be proposing a new fund to be considered at town meeting. The Town Administrator sought advice on wording.

Town of Grantham Library Repair and Maintenance Fund: The Library Director sought advice from the town administrator on allowable expenses for this fund. The question was referred to the Trustees of the Trust Funds. Repairs and Maintenance are the only allowable expenses according to the original warrant article adopted by the town at town meeting in 2013.

ADJOURNMENT: There being no further business, a motion was made by Trustee Fogg, seconded by Trustee Coakley and approved unanimously to adjourn at 1:37 PM. The next Trustee meeting is scheduled for Tuesday, March 12, 2019 at 1:00 PM in the Jerry Whitney Memorial Room.

Respectfully submitted,

James F. Coakley, Trustee
Maria N. Dahlman, Trustee
Robert E. Fogg, Trustee