

**Eastfield Crossing Association  
Board of Directors Meeting  
Monday, April 16, 2018 – 6:00 pm  
Swanzey Community House  
18 Old Richmond Rd.**

**Meeting Substance:** April Board Meeting

**Attendees:** Susan Menees, Jeff Swenson, Jeff and Lauri Gilbert, Tim Joyal, Kevin and Mary Westcott, Wayne and Carolyn Noah, Pat Klitch, Jake Lane, Kathy Hart, Jack Woonton, Deb McGee, Ed and Susan Kaufmann

**Board Meeting Called to Order:** At 6:01 pm the Board meeting was called to order and presided over by Susan Menees.

**Review of March Meeting Minutes:** Sue called for approval of the minutes. A motion was made to accept the minutes as written and it was seconded. Minutes approved.

**Old Business:** Susan M. addressed a previous homeowner concern about placing a lock on the well house gate and restricting homeowner access. Legal counsel was contacted in reference to this concern. Per legal counsel, “the Board has the authority and obligation to maintain the Common Property and to enforce the restrictions/covenants set forth in the Declaration (including those in Article X – relating to dumping rubbish, etc.) and that it is a proper exercise of the Board's authority to restrict vehicular access to the Common Property in question to the extent necessary or appropriate to carry out these obligations”.

Vehicular access to this area for may be coordinated with the Board in advance.

ECA website - The Board has been working with CharlesWorks, LLC out of Peterborough to create a new website. Based on updates, the Board will review the design prior to completion and will announce the go live date at the next Board meeting. Homeowner access with instructions will be provided. All Board members will have equal access to create changes and update information on the site.

Lee Dunham and his team from the Town of Swanzey have completed the tree and shrubbery removal along the sides of the roadways. A homeowner expressed concern about some of the debris left along the sides of the road. If more things need to be cleaned up, we can contact Lee to see if any further work is to be done.

**Well House Update:** Susan K. – There is an opening for a fourth meter reader for the well house on Sundays. Kathy Hart volunteered for this position. Ed K will contact Kathy and set up a time to review how to read and document the readings.

**Treasurer Report Update:** Susan M. reports that the May 1<sup>st</sup> quarterly dues statement has been mailed out. There is one homeowner that is in arrearage on their dues and this is being addressed.

The ECA currently has \$11, 839.02 in checking and \$30,419.91 in savings.

**Architectural Control:** Susan M reported that C&C Maintenance has been contacted for three areas within the community that need to be addressed. There is a large limb that needs to be cut up and removed that is a safety concern, a sink hole along the road heading into the lower fields and some limbs that are obstructing the access to one of the septic tanks that need to be removed.

**Board of Directors Open position:** Susan M reported that the Board is currently down one member. Per legal counsel, the remaining two members of the Board can continue to operate and make decisions for the ECA. To date, no one has volunteered to be a third member. Susan K stated that she would move to the position of President if someone would volunteer to be the Secretary. Per the By-laws, vacancies shall be filled by a vote of a majority of the remaining Directors at a special meeting. After closure of the Board meeting, Jeff Swenson volunteered to be the Secretary. The remaining two Board members will meet to discuss and vote.

**Septic Systems:** The Spring pumping for the tanks are scheduled for 4/26 and 4/27 with Brian Stone of Stone Septic. These dates are based on whether the ground is firmed up enough for the trucks to drive on. This determination is made by Brian. If the ground is too soft, the dates will change.

Susan M and Susan K reviewed the septic project decisions at the meeting with the assistance of septic team members Kathy Hart, Jeff Swenson and Jake Lane. The research and financing for this project began over a year ago. The Board and the septic team members of Kathy, Jeff and Jake have completed their review of the proposals and financing options received for the replacement/repair to the five septic systems. The decision was made to have SVE Associates of Keene be the designer/engineer for the systems. The financing for the systems will be through the Mutual of Omaha Bank. The contracts will be review by the ECA legal counsel prior to signing. There will be a separate letter sent to all homeowners outlining the timetable for the systems and the specifics of the financing. (Thank you to Tim Joyal for his role in the planning and preparing the ECA for this project as past President, Ed Kaufmann for his many hours spent during the septic inspections and work on the project and Kevin Westcott for his research on financing options).

Dale Freihofer will work with the Board of Directors as project manager.

The following outline was provided to attendees at the meeting:

**2018 PROJECTED SEPTIC REPLACEMENT/REPAIR OUTLINE**  
**(Subject to change as needed)**

**TARGET INSTALLATION START DATE 7/1/2018**  
**(This date may be subject to change)**

The Board of Directors with the assistance of the septic team have determined that the design/engineer company SVE Associates is the best choice for the septic project. The financing will be provided by the Mutual of Omaha Bank.

**Next Steps:**

- Met with Dale Freihofer on April 15<sup>th</sup> to review SVE Associates (Rob Hitchcock) proposal and his role in the septic installation project. The ECA will sign a contract with Dale once role is clarified and costs of his services are defined to act as project manager working with the Board of Directors.
- SVE – Rob Hitchcock. Rob has verbally agreed as of April 16<sup>th</sup> to be the designer/engineer for the ECA. Contracts to follow April 17<sup>th</sup>. Sign contract on behalf of ECA once contract is mutually agreed upon and pay retainer fee.
- All 5 septic systems will be designed by SVE in 2018. The replacement of the leach fields will be with pipe and stone. The current leach fields are constructed with pipe and stone and have served the community for a long time.
- Concentration will be on septic system #2 – Cluster A to be completed first in 2018 based on the 2017 inspection reports from Dale Freihofer. The health of the other 4 systems will be reviewed for replacement/repair once test pits are completed by SVE and results obtained. Depending on timing and condition, a second system may be replaced in 2018. In 2019, other replacement/repairs on the outstanding systems will take place based on the reports.
- Financing for the project will be with Mutual of Omaha Bank. Application and necessary paperwork as required for the loan will be submitted. One of the requirements is a signed contract with the designer (financing information will be reviewed at the April Board meeting and a letter will be sent out to each homeowner).
- The Board and Dale will meet with SVE to review the design for the first septic installation prior to submitting to the State of New Hampshire and Town of Swanzey. The remaining designs will follow.
- Once designs approved – contractor bid process begins with the assistance of SVE and Dale.
- Contract bid reviewed with legal - signed by Board of Directors.
- Installation begins on first system. All homeowners affected based on the system being installed will receive communication prior to start of project on what to expect during the installation process.
- Based on the design of the leach fields, the Town of Swanzey has been contacted regarding the possible spreading of excavated leach field materials on ECA common property in the upper fields at the entrance of the community. The Town requires no permits or notification.
- The next steps for the remaining systems will be based on test pit results.

Landscaping will be addressed after each system completion.

This outline is not all encompassing based on the multi-faceted complexity of the entire septic replacement/repair project. All homeowners will continue to be updated as the project continues.

The legal definition of septic failure per the NH Division of Public Health Services and Septic Systems is “The condition produced when a subsurface sewage or waste disposal system does not properly contain or treat sewage, or causes or threatens to cause the discharge of sewage on the ground surface or into adjacent surface or groundwaters (RSA 485-a:2:IV).”

### **SEPTIC SYSTEMS FAILURE IS NOT AN OPTION**

ECA Board of Directors  
Susan Menees, Treasurer  
Susan Kaufmann, Secretary

**Other Business:** Reminder to all dog owners to pick up after their dogs when walking through the community.

**Meeting Adjourned:** Motion made to adjourn the meeting at 7:00 pm. Motion was seconded. Meeting adjourned.

Board minutes kept by Susan Kaufmann, Secretary