Village District of Eastman
Commissioners' Meeting, February 19, 2025
9:00 AM, VDE Office/Zoom

In attendance: Commissioner Terry Large, Commissioner Karla Karash, Commissioner Bill Weeks, General Manager Amy Lewis, Executive Assistant Sherrill Zani, Clerk Lin Hill, Treasurer Bill Samuels, Moderator Lorie McClory, Brad Moses.

Commissioner Large called the meeting to order at 9:01AM.

Moderator Lorie McClory was in attendance to discuss Annual Meeting preparations. The Commissioners and attendees then reviewed the meeting slides and decided the order of motions and presenters for each warrant article. Commissioner Large said he will take the lead on the general discussion about the VDE.

GM Lewis will be sending out reminder communications about the Annual Meeting on Thursday February 27th at 6PM. The presentation slide deck will be included. GM Lewis gave a review of preparations for the Annual meeting. Absentee Ballots need to be back in the office by 5pm on Thursday, February 27th, 2025. There will be Annual Reports, Articles being voted on, and budget copies available at the meeting. The draft Annual Report was distributed at this meeting for review and edits. The cover photo that was chosen is of a Moose at West Cove Beach, taken by one of our operators.

Commissioner Weeks made a motion to approve the December 18th 2024 minutes with corrections. Commissioner Karash seconded the motion. All were in favor.

Commissioner Karash made a motion to approve the January 15th 2025 minutes. Commissioner Weeks seconded the motion. All were in favor.

Commissioner Karash made a motion to approve the minutes from the January 23rd 2025 budget hearing. Commissioner Weeks seconded the motion. All were in favor.

GM Lewis reported:

- Proceeds of $3.64M have been received from NHMBB, and the Bar Harbor Bank will receive the loan payoff from VDE today.
- The MNR for January, and so far in February, shows that tanks are healthy.
- There were no complaints about discolored water in February.

Field/Operations:

Executive Assistant Zani updated the Commissioners on the status of meter replacements. There have been 43 meters replaced so far in 2025. Of the original list of 179 there are 63 customers with cellular meters that are not working properly and need to be replaced. Stickers will continue to be placed on the quarterly statements advising customers to call the office to set up appointments. There have been 4 quarters of billings with stickers asking for appointments to be scheduled to have

their meters replaced. The estimated bills will be adjusted on the quarterly billing following the meters replaced. There have been 251 new cellular meters installed since January 2024.

Drinking Water Projects:

In Construction

GM Lewis gave an update that we are at substantial completion of the Wellfield Project. KA Stevens needs to do a final test before hooking up.

Daniel Jacobson of UE sent in a change order that included a Doghouse Manhole upstream of WCA, ledge removal at WCA, repair in force main at WCA, and ledge removal at WCB. The latter is still under review. The total may be about $89K.

GM Lewis shared with the Commissioners that Miller Pump has 3 monitoring wells installed at the Glenwood well site and is projected to have all 3 well pumps in by the end of March. At that time they will be hooked up for 2 weeks of 24/7 monitoring. The initial pump tests should show that the projected amount for the Glenwood wells is 100 gallons per minute combined. This construction project will not be completed until the end of 2026.

In Planning

GM Lewis informed the Commissioners that 100% design for Fernwood Drive has been received by UE; bids are out and due March 20th. Final approval received by R. Suozzo at NHDES.

GM Lewis provided the Commissioners with the scope of work from Weston and Sampson on the West Cove A project. A motion was made by Commissioner Karash to approve the proposal from Weston and Sampson on the West Cove A water main replacement design dated February 7, 2025 in the amount of $40,150. The motion was seconded by Commissioner Weeks. All were in favor.

GM Lewis said WaterCad files have been provided to CEI for the small-scale projects. Commissioner Large requested that HE provides monthly updates on their progress from now on.

Wastewater Projects:

In Planning

Underwood Engineers Dan Jacobson and David Mercier joined the meeting via Teams at 10AM to discuss the force main evaluation at West Cove A. The Commissioners agreed to proceed with the proposed diagnostic plan presented to determine the cause of the head pressure issue. The diagnostics must be done by Memorial Day, design corrections between then and Labor Day, with correction action completed after Labor Day. The engineers have high confidence that the current pumps can support the anticipated increased summer usage.

GM Lewis confirmed that a second quote is still anticipated from Manchester fencing. The Commissioners want to get moving on this project.

Commissioner Weeks is looking for a large red maple tree to replace the tree removed during the West Cove lift station project.

GM Lewis updated the Commissioners on the status of the leaching field design, and the contract has been signed with UE. We await the approval of the DES. There is no news yet of the status of the updated discharge permit. The estimated cost of this project has been increased from $650K to about $885K including engineering and construction.

Other:

Commissioner Weeks and Brad Moses have agreed to respond to the request by Paul Etkind of the ECA BOD concerning VDE input into the ECA Plan 2030 by the March meeting. That plan consists of the subcategories of Community Involvement, Environmental Vitality, Economic Vitality, and Concerns requiring attention.

Financial:

The Treasurer's Report was given by Treasurer Samuels who stated that the cash flow is good. The application submitted to the New Hampshire Bond Bank for capital project financing was approved, and funds from that transaction have been received. GM Lewis requested and received pay-off amounts for the two bridge loans through Bar Harbor Bank & Trust; Commissioner Weeks moved to authorize payment to Bar Harbor for the bridge loans: one for $1,357,070.59, and the second for $705,755.17. Commissioner Karash seconded, and the motion passed unanimously. These payments will be posted electronically today.

Review of the Year End Profit and Loss and Balance Sheet showed revenues coming in higher than budgeted due to taxes and usage fees by new customers as well as interest payments.

Commissioner Wood made a motion at 11:35AM to go into non -public session under RSA 91A:3 (II)a.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman