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

In attendance: Commissioner Terry Large, Commissioner Bill Weeks, Commissioner Brad Moses, General Manager Amy Lewis, Executive Assistant Sherrill Zani, Clerk Lin Hill, Assistant Treasurer David Wright, Randy Suozzo (Drinking Water and Groundwater Engineer with NH Department of Environmental Services), and Paul Etkind (ECA liaison) on zoom.

Commissioner Large called the meeting to order at 9:03AM.

Commissioner Large made a motion to appoint David Wright as Assistant Treasurer. Commissioner Weeks seconded the motion, all were in favor.

GM Lewis swore in Bill Weeks as Commissioner, Brad Moses as Commissioner, Lin Hill as Clerk and David Wright as Assistant Commissioner.

Commissioner Large introduced Randy Suozzo, Drinking Water and Groundwater Engineer with NH Department of Environmental Services. Mr. Suozzo's visit was to introduce himself to the two new commissioners and go over the new lead and copper regulations, and talk about recommendations that could be beneficial to water quality. One recommendation is to add phosphate to water to lower the manganese to help with discolored water due to residual within the system. Another recommendation was to add an orthophosphate which would help the homes with lead in the pipes by coating them to lower the lead content in their water coming out of the tap. Even when there is no lead piping in the home there may be small amounts of lead in the water from the solder used to hold the copper pipes together and even from the faucets installed in the homes. Underwood Engineering has provided an Engineering Service Request (ESR) to begin a corrosion control study of the water distribution system.

Paul Etkind, ECA liaison, joined the meeting via zoom to speak about the ECA 2030 strategic plan, and to review the suggested=plan from The Village District of Eastman and how it fits into the ECA plan. Mr. Etkind said he would work VDE's language into the plan and discuss with the VDE about next steps.

Commissioner Large proposed that changes for the annual meeting minutes be submitted to GM Lewis by March 30.

Commissioner Large proposed a new procedure for the review of meeting minutes. Minutes would be sent to the Commissioners for review and suggested edits within 2 weeks of the meeting so that at the following meeting they could quickly be approved.

GM Lewis reported:

- Quarter one meter reads are in process, and bills will be going out in the beginning of April.
- The MNR in March shows tanks are very healthy.
- NE Fencing and Vermont Fencing will be providing an updated quote for the lagoon fencing.

Field/Operations:

Executive Assistant Zani updated the Commissioners on the status of meter replacements. There have been 43 non-cellular meters, and 18 cellular meters replaced so far in 2025. Of the original list 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. This next billing will be the first quarter billing with stickers asking for appointments to be scheduled to have their meters replaced. The estimated bills sent out last quarter will be adjusted on this upcoming quarterly billing if the meter was replaced. There have been 270 new cellular meters installed since January 2024.

Drinking Water Projects:

In Construction

GM Lewis shared with the Commissioners that the 3 wells installed at the Glenwood well site passed the MPA testing. The flow tests are ready to be performed and 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. GM Lewis will ask Horizons to confirm that any additional project extensions would be covered under the current SRF loan requirements. GM Lewis updated the Commissioners on status of the Chlorination levels that Mike Duffy from Horizons is working on. The chlorination levels are good right now and Duffy will test again in the summer. CEI was provided with historical water quality and will complete a preliminary study. There is a possibility of the injection point being at Hill Top tank.

In Planning

GM Lewis informed the Commissioners that the bids are out for Fernwood Drive and due March 20th at 2pm. There were four bidders present at the Pre-Bid meeting. Several other potential bidders requested pre-bid information about the project and may submit bids. Underwood Engineers will be opening the bids at the VDE office.

GM Lewis provided the Commissioners with an update from Weston and Sampson on the West Cove A water main replacement project. The project is anticipated to start after Labor Day. Once the ground and weather allows, test pits will be dug to inspect the lines to decide what is needed: either full main replacement or just saddles and valves.

GM Lewis provided the Commissioners with the upcoming planning for the valves & saddles within the timeframe with ECA's paving of Brookridge. There are 13 services on Brookridge installed between 1980-2013. Five of those services should be replaced because they were installed before 1987. There are only two services under the pavement. KA Stevens will be contracted to perform the replacements as they are contracted with ECA to do the paving.

Commissioner Large moved to approve the cost estimate (ESR #24) from Underwood Engineers dated March 18, 2025 to be amended by Underwood Engineers to perform a corrosion control study to include a plus or minus 50% estimate. Commissioner Weeks seconded the motion. All were in favor.

Wastewater Projects:

In Construction

GM Lewis is waiting to hear from Andy Sharpe at Underwood Engineers on the status of the West Cove Lift Stations progress. Daniel's Construction has started to move their equipment off site. Commissioner Large would like to send a close out message as soon as Underwood confirms everything is working. Landscaping will be started once the roads are no longer posted. Commissioner Weeks will take part in the landscaping design completion and is looking for a large red maple tree to replace the tree removed during the West Cove A lift station project.

In Planning

GM Lewis updated the Commissioners on the status of the leaching field design, and the contract has been signed with Underwood Engineering. The design was approved by DES. The estimated cost of this project has been increased from $650K to about $885K including engineering and construction. Commissioner Weeks moved to approve Underwood Engineering to move forward with the bidding process. Commissioner Moses seconded the motion. All were in favor.

GM Lewis will contact NE Fencing and Vermont Fencing to provide an updated quote for the lagoon fencing.

GM Lewis will contact Underwood Engineers about West Cove A Force Main study/diagnostics.

The operations reports show the pond levels are great, at 6 ½ feet of freeboard. The ponds are checked every Tuesday and Thursday.

Financial:

There was no Treasurer's Report as Treasurer Samuels was not in attendance.

The Commissioners reviewed the Lead Service Line Inventory grant application. Commissioner Large proposed a loan of $1.2 million for 20 years. All were in favor; GM Lewis will submit application today.

Commissioner Large and GM Lewis are working on the CIP updates.

The cash flow and balance sheets were reviewed. There was an excess of $35,000 plus in revenue at the end of 2024 due to higher than typical volume of new construction in the Eastman community.

The Commissioners reviewed the MS232 and all signatures were obtained.

Other:

GM Lewis shared with the commissioners of an issue at on Draper Mill Road. This location was the site of an emergency saddle/main repair done by KA Stevens in January. The homeowner has had ongoing issues with water pressure since the repair was completed. Operator Ruel went to the home and did a pressure test and replaced the meter in case it was clogged. There was no resolution after Operator Ruel's visit. GM Lewis will be setting up an appointment with a local plumber to assess the low pressure problem to get the water pressure back for the customer.

Commissioner Large suggested a monthly review and update of the website after every meeting.

Commissioner Weeks was asked to work on a cost analysis of the balance between the usage fee and precinct tax the VDE charges for water and compare it to similar-sized entities in the state.

There was discussion of ways to recognize former commissioners. One suggestion was a possible plaque with names and years of service.

Commissioner Large made a motion at 12:39 PM to go into non -public session under RSA 91A:3 (II)a. Commissioner Weeks seconded the motion. All were in favor.

Following the conclusion of the non-public session, the Commissioners returned to public session. Commissioner Large made a motion to adjourn the meeting. All were in favor. The meeting concluded at 12:51 pm.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman