Village District of Eastman
Commissioners' Meeting, April 16, 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

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

Commissioner Weeks made a motion to approve the February 19th minutes. Commissioner Moses seconded the motion, all were in favor.

Commissioner Weeks made a motion to approve the March 19th minutes. Commissioner Moses seconded the motion, all were in favor.

Field/Operations:

Executive Assistant Zani updated the Commissioners on the status of meter replacements. There have been 5 meters replaced since the March 19th meeting. The 2025 quarter one bills went out in the mail earlier this week. Stickers advising customers to call the office to set up appointments were placed on the quarterly statements of the customers needing meter replacements. There were approximately 100 accounts this billing that had meters not functioning. Executive Assistant Zani will follow up with an email to the customers who received the estimated bills if they do not schedule an appointment by the billing due date.

Drinking Water:

GM Lewis shared with the Commissioners that there is a sticky valve on one of the filters which could cause discolored water. With this filter off, we are working on 2 out of the 3 filters at this point. There is a part on order, and it will be repaired as soon as possible. GM Lewis also shared that source 5 (the deep bedrock well) is down as we lost the pump and motor. There have been a few calls from customers about their water being milky or soapy looking at first draw. This would be caused by air being in the lines. With source 5 being down, source 6 is running at 100% which causes that well to draw way down making it pull air, which would cause the milky and soapy looking water. GM Lewis will be sending a message about the air in the water because the well is down. The commissioners also agreed that asking for voluntary water conservation be in the notice to the customers as well. GM Lewis informed the commissioners that Miller Pump has been contacted and is putting together an estimate for the repair, which should be in hand by the end of week.

GM Lewis will send out a notice that, due to Source 5 being down, Spring flushing will be postponed. GM Lewis relayed to the commissioners that due the fact that no dead-end bleeds were needed this Winter, Operator Josh Ruel has suggested flushing of the mains only this Spring and waiting until the Fall to flush all other lines when everything is working correctly.

Projects In Construction

GM Lewis shared with the Commissioners that KA Stevens will be charging the new line installed on Wellfield Road and starting final pressure testing today. Notice has gone out to Glenwood residents of the scheduled times in 2-hour increments of water shut offs while lines are tested. Chlorination and bacteria testing will be conducted this and next week. Once the test results come back and are clean the lines will be ready to be used. Flushing schedules of new and old lines will be reviewed at another time.

Steven Whitley of Drummond Woodsum is working on the purchase and sales agreement for the Connolly lot adjustment for the Glenwood Wells project. Once the agreement is signed a check will be cut for $5000 for the 1/3-acre parcel of land.

GM Lewis will contact Horizon for a biddable design to send to the NHDES so they will give us an extension of our SRF funding, as needed.

Projects In Planning

GM Lewis informed the Commissioners there was one bidder present at the March 20th Fernwood Drive bid opening, after three bidders participated in the bid review meeting earlier in the month. Underwood Engineers opened the bids at the VDE office and the low bidder was KA Stevens. Underwood will prepare a bid comparison and recommend that the project be awarded to KA Stevens. There will be a pre-construction meeting scheduled for the anticipated June 1st start date.

GM Lewis did not have the requested monthly update from Weston and Sampson on the West Cove A project. The project is anticipated to start after Labor Day. GM Lewis will reach out to Weston & Sampson to see what the time schedule is as it still needs to be decided if the project will be full main replacement or just saddles and valves.

Commissioner Large asked GM Lewis to provide KA Stevens with the plan 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 were installed before 1987. There are only two services under the pavement.

Commissioner Large will reach out to CEI on the North End chlorination historical water quality and preliminary study. The study was anticipated to be completed by the 10th of the month.

GM Lewis shared with the Commissioners that Devon from Underwood Engineering is working on the corrosion control study and will be providing an ESR with the 50-50 cost estimate to undertake this project.

The Commissioners went over the operations reports. GM Lewis talked about the leaks that were repaired at 426 & 428 Road Round the Lake and 28 Summit, and an upcoming fix at 645 Marmot.

GM Lewis informed the Commissioners that she is waiting for a master meter she has on order to come in as the old meter is not working. This is for the raw water line entering the treatment plant.

The MNR reports were reviewed. GM Lewis reported that Hill Top is tight, and Snow Hill has no issues.

Wastewater Projects:

In Construction

Commissioner Weeks shared concerns from West Cove residents about the clean-up after construction at West Cove A and B. The Commissioners agreed that landscaping needs to be completed by May 15th. GM Lewis is waiting to hear from Andy Sharp at Underwood Engineers on the status of the West Cove Lift Stations progress. GM Lewis will be checking to see if Underwood Engineers or Daniel Construction will oversee the landscaping work. The project will begin once the roads are no longer posted to include fencing, moving the boat racks back, planting shrubs and planting a big red maple tree at WCA to replace the tree removed during the lift station project.

Dan Jacobson & Ross Baker of Underwood walked the force main from WCA to South Cove last week and flagged the four manhole structures to be investigated. The Initial action plan for the force main rehabilitation will begin by Memorial Day.

In Planning

GM Lewis updated the Commissioners on the status of the leaching field design. Underwood Engineering will release the notice to bid with the anticipated bid date of April 30th. Underwood Engineers has also submitted the updated discharge permit application.

GM Lewis will contact NE Fence and Vermont Fencing to provide an updated quote for the lagoon fencing replacement for installation after August 15th so as not to disturb the wildlife.

The operations reports show the pond levels are great. The permit requires the ponds to have a minimum of 3' freeboard. We check every Tuesday and Thursday; we have been at 6 feet.

Financial:

There was no Treasurer's Report as Treasurer Samuels was not in attendance. GM Lewis reported that the cash flow and balance sheet looked good. GM Lewis and Commissioner Large will meet on April 30th to review CIP updates.

GM Lewis relayed the Steven Whitley communication:

- Confirmation of bridge loan pay off
- Funds moved to non PDIP
- Monies need to be expensed by February 12, 2028.
- Any joint projects with ECA are not recommended.

GM Lewis will review this communication with Treasurer Samuels and Deputy Treasurer Wright.

GM Lewis provided April 28th and April 29th as the dates the Auditors will be here.

Other:

GM Lewis informed the Commissioners that she will be contacting the NH Water Works Association for assistance in compiling water system rates for a cost-analysis rate study.

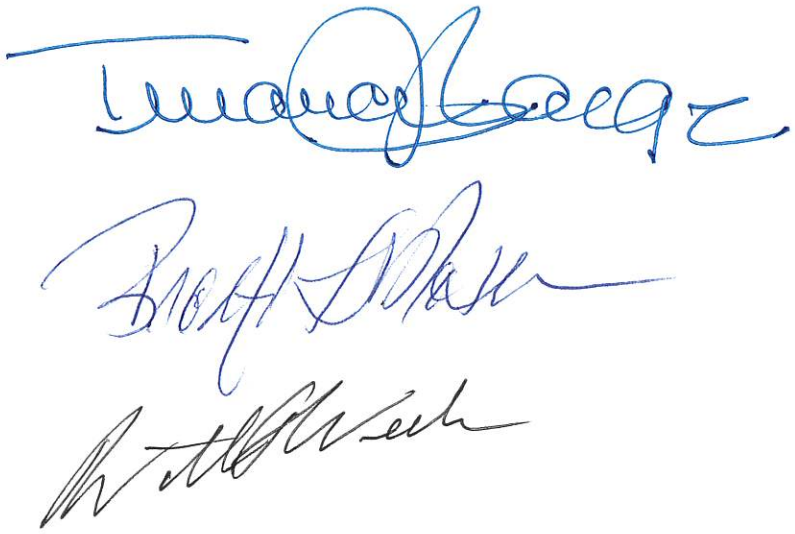
GM Lewis will approach Underwood Engineering about expanding on a preliminary preventive maintenance plan currently on the GIS platform. Underwood created the asset management plans using GIS and therefore has a solid base on which to improve the PPM.

Commissioner Moses suggested reviewing and updating the website after every meeting. He will provide suggested changes to update the current website; his proposed changes will be discussed Wednesday April 30th.

Commissioner Large shared with the Board that new ECA Liaison Jason Park reached out to him to introduce himself.

Commissioner Moses made a motion at 10:44 AM to go into non -public session under RSA 91A:3 (II). Commissioner Weeks seconded the motion. All were in favor.

The board returned to public session at 10:52. A motion was made and seconded to close the meeting at 10:53.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman