Village District of Eastman
Commissioners' Meeting, May 21, 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, Treasurer Bill Samuels, Deputy Treasurer David Wright (on Zoom), and Karin Nicoll and Tom Shemanske, Trustees of the Trust Funds.

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

Karin Nicoll and Tom Shemanske, Trustees of the Trust Funds, were in attendance to introduce themselves to the Commissioners and explain their roles and the fund processes. The Trustees left the meeting at 9:20.

Commissioner Large made a motion to approve the April16th minutes as amended. Commissioner Moses seconded the motion; all were in favor.

**Field/Operations:**

Executive Assistant Zani updated the Commissioners on the status of meter replacements. From the original list of 247 non-functioning meters, there is a total of 75 left that need to be replaced. There are 56 cellular meters on that list. Since January of 2024 there have been 299 meters replaced.

The 2025 quarter one bills went out with stickers advising approximately 100 customers to call the office to set up appointments that had meters not functioning. There have been 91 meters replaced in 2025, 47 of those meters have been replaced since the April 16th meeting. Executive Assistant Zani will follow up with an email to the customers who received the estimated bills if they have not scheduled an appointment.

Lead service line inspections are also being performed by our operators when they are doing the meter replacements. A picture is being taken and uploaded into the property file for verification of a service line and lead test strip.

At 9:38AM Commissioner Weeks joined the meeting after the completion of the landscaping at West Cove A & B, including the planting of the Red Maple tree at WCA.

GM Lewis announced that the boat racks are in the process of being reassembled.

GM Lewis informed the Commissioners that the replacement master meter for the water treatment plant is on order from Stiles. As soon as it is here it will be installed. AD Instruments came in last week to calibrate all the meters and instruments that are used in the labs, and everything is working as it should.

The MNR was reviewed, everything looks healthy.

**Drinking Water:**

GM Lewis said the replacement water pump and motor for Source 5 will be delivered on the 28th and be installed on the 29th. Flushing will start with the main blow-offs.

In Construction

- Fernwood Drive: GM Lewis updated the Commissioners that KA Stevens announced in their preconstruction meeting last week that they are anticipating a June 2nd start date on Fernwood Drive. KA Stevens intends to follow the same plan of action as was used on Hummingbird with the temporary water line for customers.
- Glenwood Wells: GM Lewis updated the Commissioners that she is waiting for the final microparticulate analysis (MPA) sampling results. The purchase and sales agreement for the Connellys is ready to go when favorable sampling results are received and the Town of Springfield approves the subdivision/annexation application.
- Wellfield project: GM Lewis explained that the flushing and testing of the lines for the Wellfield main project have been completed. Final roadside clean-up will be handled by KAS during the road paving efforts by ECA.

In Planning

- West Cove A water main replacement design: The Commissioners reviewed the design from Weston & Sampson which is 65% complete. GM Lewis will have test pits dug on the West Cove A roads the first week of June to determine the type of existing pipe. This will determine if only valves and saddles will be replaced or if there will be a complete main replacement.
- Valve & Saddles: GM Lewis is anticipating a cost estimate from KA Stevens to complete the replacement of 5 saddles to be replaced on Brookridge.
- North End Chlorination: CEI provided historical water quality and updated for tasks assigned. GM Lewis shared the comprehensive chlorination data from 2023-2025. CEI is working on a big picture approach to enhance the system by potentially adding a chlorine feed location at a site on the Northern end at Anderson Pond or a little booster station that would treat Hill Top. They are reviewing VDE's flushing plans and are analyzing flushing scenarios to determine where isolation valves can be installed to improve flushing. A chlorine residual analysis and residual manganese analysis will be provided at the June meeting. VDE needs to provide record drawings of Anderson Pond and any flushing forms.
- Corrosion Control Study: There was an Agreement executed between VDE and Underwood Engineers to do a Corrosion Control Study. Underwood will be starting soon.
- Road Round the Lake: Dave Mercier from Underwood Engineers will be working on the Road Round the Lake main replacement/improvement alternative plans.

**Wastewater Projects:**

In Construction

- Daniels was working on investigating the force main from WCA pump station to the Snow Hill manhole intersection. Their work estimate was considered too high, and Underwood will take on the project. VDE operators are meeting Underwood to investigate the manhole on Trail 6 later in the week. The plan is for the work to be done in the Fall. Underwood believes the discharge piping has little risk of failing even if the flow is tripled during the Summer.
    - Landscaping at WCA and B is underway; Commissioner Weeks was on site this morning when the new Red Maple tree was planted at WCA. Reseeding will be

necessary at WCA as rain has eroded the grass. GM Lewis will have Underwood look into spray seeding.

In Planning

- GM Lewis is still awaiting a quote from Granite State Fencing for replacement fencing at the wastewater lagoons to begin mid-August. VT Specialty Fencing will be providing an updated quote for the project as well. Commissioner Large moved to approve a bid for the lagoon fencing not to exceed the amount of $32,500 and authorize the GM to execute a contract upon receipt, no later than June 20th, 2025. Commissioner Weeks seconded the motion. All were in favor.
- Leaching Field design/approval:
    - GM Lewis updated the Commissioners that the pre-bid meeting with Underwood Engineering was held. Bid opening is scheduled for June 5th at 2pm. However, she mentioned that this could be delayed since NHDES suggested a grant application be submitted before the contract is awarded. Underwood will facilitate this.
    - Underwood Engineers filed the updated discharge permit application for the 14th Fairway Pond irrigation with NHDES. They have returned comments to Underwood Engineers for clarification.

The Commissioners reviewed the operations reports. GM Lewis informed the Commissioners that groundwater monitoring was done yesterday, May 20, 2025.

GM Lewis explained the outcome of her meeting with Champlin Associates to upgrade telemetry and backup capabilities at the pump stations. Champlin provided an estimate of $9400 which will be added to the total project cost as a change order.

Treasurer's Report

Treasurer Samuels updated the Commissioners that the PDIP and cash reserves are very healthy with an interest rate of 4.32%.

Commissioner Large and GM Lewis will meet again to go over the Capital Improvement Plans before the June Commissioners' meeting.

**Other:**

GM Lewis will connect with American Water Works Association and New England Water Works Association to ask for a cost analysis rate study to be reviewed at the next Commissioners meeting.

The website review and new design will be reviewed at the June Commissioners' meeting.

Commissioner Large made a motion at 11:08 AM to go into non -public session under RSA 91A:3 (II)a and RSA 91A:3 (II)d. By roll call:

Large: Aye
Weeks: Aye
Moses: Aye

The board returned to public session at 11:26AM. With no further business the meeting closed at 11:27AM.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman