Village District of Eastman
Commissioners' Meeting, June 18, 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, and Deputy Treasurer David Wright (on Zoom)

Commissioner Large called the meeting to order at 9:06 AM.

Commissioner Moses made a motion to approve May 21st minutes as amended. Commissioner Weeks seconded the motion; all were in favor.

Field/Operations:

Executive Assistant Zani updated the Commissioners on the status of meter replacements. There is a total of 64 left that need to be replaced. There are 29 nonfunctioning cellular meters from the original list of 247 meters needing replacement on that list. Since January of 2025 there have been 112 meters replaced. Emails have been sent out asking for appointments to be scheduled for these meter replacements. Commissioner Large will be going to the ECA Board to request permission to place door hangers at the residences that have not set up an appointment for the meter replacement and/or Lead Service Line inspections. Clerk Lin Hill will meet with GM Lewis to draft up the door hangers.

GM Lewis announced she will be meeting with Weston & Sampson on Thursday June 19th at 9am. Also, Underwood Engineers will be here for the Subsurface Disposal Project bid opening at 2pm – 3pm. Following the bid opening Underwood Engineers will provide an update on Wellfield and Fernwood project status.

Commissioner Large shared information about the NHDES compliance, obligations and notices that are received. GM Lewis explained the steps for the semi-annual lead and copper sampling. There are 40 sites that samples are requested from that need to be submitted by 6/30. As the results are received the customers are provided with them. There will be another round of samples in quarter three.

GM Lewis updated the Commissioners on the participation of Hazen & Sawyer updating the GIS with lead service line inspections results; the inspections which are 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. GM Lewis is applying for a grant of 60K to help cover these costs associated with the new requirements for service line inspections.

The MNR was reviewed, everything looks healthy.

Drinking Water:

GM Lewis was happy to report that Source 5 went back online on Friday June 13th, and is fully recharged. A smaller pump has been installed, which will reduce the vibration of the pump and motor within the well casing

GM Lewis confirmed that flushing will start the 2nd week in July now that source 5 is back online.

<u>In Construction</u>

- Fernwood Drive: GM Lewis updated the Commissioners that KA Stevens intends to follow the same plan of action as was used on Hummingbird for the temporary water line for customers on Fernwood Drive. The anticipated date for the temporary water line was June 9th; this date has been postponed. Underwood Engineers will provide updates as soon as they are available.
- Glenwood Wells: GM Lewis updated the Commissioners that she has received the final microscopic particulate analysis (MPA) sampling results, and they are all below detection. The Purchase and Sale

Agreement and the subdivision/annexation application for the Connellys is ready to go to them for their signature. Once these forms are signed they will go to the Town of Springfield for approval of the subdivision/annexation application.

- GM Lewis informed the Commissioners that the clean-up from the Wellfield project will be happening soon, as will the paving, which is being managed by ECA.

In Planning

- West Cove A watermain replacement design: The design from Weston & Sampson is 65% complete. The estimated completion of the design will provide an opportunity to go out to bid in July for a project start date just after Labor Day.
- Valve & Saddles: GM Lewis is anticipating a cost estimate from KA Stevens who will be completing the replacement of 5 saddles to be replaced on Brookridge any day now.
- North End Chlorination: CEI provided a chlorine residual analysis and residual manganese analysis. CEI provided a water quality site analysis at Anderson Pond. Options were provided on ways to enhance the system by potentially adding a chlorine feed at either Anderson Pond or just before the Hilltop tank. A cost estimate was provided for the Anderson Pond option.
- Corrosion Control Study: There was an Agreement executed between VDE and Underwood Engineers to do a Corrosion Control Study. There is a meeting scheduled for Thursday June 19th.
- Road Round the Lake: Dave Mercier from Underwood Engineers will be working on the Road Round the Lake main replacement/improvement alternative plans. One possible plan is that valves and hydrants could be installed instead of the entire water main.

Wastewater Projects:

In Construction

- Daniels is working on investigating the force main pressure issue from the WCA wet wells to the dam. Any work necessary on the force main will be done this fall. Underwood believes the system has little risk of not keeping up with wastewater supply, even if the flow is significantly increased.
    - Landscaping is underway, and GM Lewis is meeting Underwood on Thursday June 19th for updates on the project. Commissioner Weeks stated that some of the new plantings have not survived due to the wetness of the season. Replanting will take place in the fall.

In Planning

- GM Lewis will reach out to Vermont Specialty Fencing to request an updated bid and date to start the project at the Aeration Lagoons.
- 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 19th at 2pm.
    - Underwood Engineers filed the updated discharge permit application for the 14th Fairway Pond irrigation with New Hampshire Department of Environmental Services. NHDES has returned comments to Underwood Engineers for clarification.
- The Commissioners reviewed the operations reports. GM Lewis informed the Commissioners that there is approximately 5 ½ feet of freeboard available at the holding ponds.

Treasurer's Report:

Treasurer Samuels updated the Commissioners that the PDIP and cash reserve are generating a very nice return with an interest rate of 4.30%.

GM Lewis will present the CRF reimbursement request at the July meeting.

Commissioner Large and GM Lewis will continue meeting to go over the Capital Improvement Plan.

Deputy Treasurer Wright suggested that the three Commissioners start rotating the bi-weekly review of the account payables as of Aug 14th. All Commissioners agreed that would be a good time period to start the rotation schedule.

Other:

GM Lewis explained that Margaret Blank with Underwood Engineering is working on an engineering study to further develop an existing preventive maintenance survey to include more in-depth tracking of assets. The scope will include staff training. GM Lewis believes that this will be available in 4-5 weeks. Commission Large would like to schedule Margaret to attend the September Commissioner's meeting to present the finished product.

Commissioner Moses presented plans for an updated website design.

Commissioner Moses presented suggestions for the next Newsletter topics and asked for responses within a week or so. This Newsletter information will also become part of the revised website.

Commissioner Weeks made a motion at 11:13 AM to go into non-public session under RSA 91A:3(II)a. Commissioner Moses seconded the motion.

By roll call:

Large: Aye
Weeks: Aye
Moses: Aye

The board returned to public session at 11:50. With nothing further, the meeting was closed.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman

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