Village District of Eastman
Commissioners' Meeting, July 16, 2025
9:00 AM, VDE Office/Zoom

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

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

Commissioner Large made a motion to approve the June 18, 2025 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. The 2nd quarter billing went out on July 10th. There was a total of 60 statements with estimated usage that went out. There have been 16 meters replaced since the last Commissioners' Meeting. These nonfunctioning meters consist of all meter types: cellular, radio and manual read. Pink stickers were on the 60 statements with instructions to contact the VDE office to schedule an appointment to have their meters replaced.

Commissioner Large asked for updates on NHDES compliance with obligations that would be coming up during the next 30 days. GM Lewis explained that for quarter 3 there will be a round of routine system sampling as required by NHDES. Lead and copper sampling was completed by the required date of June 30, and notices of sampling results mailed to those participating as the results are received.

GM Lewis updated the Commissioners on the lead service line inspections results 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 working on a plan for moving forward with the door hangers requesting an appointment for the Lead Service Line inspection.

The MNR was reviewed, everything looks healthy.

Drinking Water:

GM Lewis updated the Commissioners on the spot flushing schedule which started on Monday 7/14. The spring flushing was postponed due to Source 5 being offline. There have been quite a few water quality concerns and complaints in the last couple of weeks. GM Lewis explained that the water in the storage tanks can flip (stirring up accumulated sediment from the bottom of the tank) and cause changes in the water quality. She also added that with the hot weather chlorine dies faster, which can also affect the color of the finished water. GM Lewis also explained that the filter was not being fed the right amounts of chemicals to provide the quality that was needed at the time. Commissioner Large would like to see more correspondence sent out when there is potential that discolored water may be experienced.

- GM Lewis shared with the Commissioners that so far for 2025 we have had 5 new service taps.
- GM Lewis shared that so far for 2025 that there have been 8 main line repairs and 4 service lines repaired.
    - Pleasant Drive had a curb replacement last Fall. With the torrential downpours this Spring the pavement has settled with a sink hole that has washed out around the repair and through a stonewall. KA Stevens will be working on fixing the issue to stop the wash out from recurring.

In Construction

- 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 but this date has been postponed. Underwood Engineers provided a scheduled start date for the weeks of 7/14 & 7/21.
- Glenwood Wells: GM Lewis updated the Commissioners that the purchase and sales agreement and the subdivision/annexation application for the Connelly's has been signed. The Town of Springfield has the subdivision/annexation application for approval and the purchase and sales agreement has been reviewed by counsel.
- GM Lewis informed the Commissioners that the Wellfield Road project is wrapping up. The final punch list items related to the road work will be handled through the paving effort by ECA.

In Planning

- West Cove A water main replacement design: The design from Weston & Sampson has gone out to bid. Bids are due and will be opened July 17th at 2 pm for a project start date just after Labor Day.
- Brookridge Valve & Saddles: GM Lewis is anticipating a start date from KA Stevens who will be completing the replacement of 5 saddles.
- North End Chlorination: No updates have been provided from CEI on the chlorine residual analysis and residual manganese analysis. CEI provided a water quality and site analysis at Anderson Pond. Options were provided on ways 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 fill Hilltop. The only option with an estimated cost was the chlorine feed at Anderson Pond.
- Corrosion Control Study: VDE engaged Underwood Engineers to conduct a Corrosion Control Study to identify and mitigate potential point-of-service issues that would cause higher lead and copper content in some residences. This is something NHDES has suggested based on prior years' results from the Lead & Copper sampling program. There is no update as of today for progress made.
- Road Round the Lake: Dave Mercier from Underwood Engineers will be reviewing the concept proposed by VDE regarding the Road Round the Lake main replacement/improvement alternative plans.
- Operations Reports: GM Lewis gave updates on the following:
    - Source 5 is back online.

- Sources 2 & 6 will be cleaned this Fall to protect the pumps from burning out due to filter build up.
- Spreadsheets were reviewed.

Wastewater Projects:

In Construction

- Underwood is working on investigating the force main from the WCA wet well project. Currently planning for work to be done in the Fall.
  - Landscaping is underway. GM Lewis met with Underwood on Thursday June 19th for updates on the project. Some of the new plantings have not survived due to the wetness of the season. Commissioner Weeks will continue looking for replacement plants.

In Planning

- GM Lewis received an updated quote from Vermont Specialty Fencing in the amount of $34,400, which would include the demo and removal of all old materials. GM Lewis requested a revision of the vote at the March 21st Commissioners' meeting authorizing GM Lewis to execute a contract upon receipt for a bid for lagoon fencing not to exceed the amount of $32,500. Commissioner Large made a motion to increase the amount to $34,400. Commissioner Weeks seconded the motion. All were in favor. August 19th is the projected date when demolition of the fencing will begin.
- Commissioner Large suggested having a discussion with ECA's Mr. Schneider about extending the existing easement for the leaching fields. New Hampshire Department of Environmental Services (NHDES) has given conditional approval pending easement adjustment.
- GM Lewis updated the Commissioners about the discharge permit application for the 14th fairway pond which has been filed with NHDES. NHDES has returned comments to Underwood Engineers for clarification.

The operations reports were reviewed. GM Lewis stated that the holding pond levels had 5 feet of freeboard. The State requirement is a minimum of 3 feet.

Treasurer's Report

Treasurer Samuels updated the Commissioners that the PDIP and cash reserve accounts are generating an interest rate of 4.30%.

GM Lewis announced to the board that the tax payment has been received from the Town of Grantham and will be going into the PDIP.

Commissioner Large and GM Lewis will meet to review and forecast updates of the Capital Improvement Plan.

GM Lewis stated that the 1st payment was made to the NHMBB loan via wire transfer.

It was decided that the CRF reimbursement request would be tabled until the August meeting.

The cash flow and balance sheets were reviewed.

Other:

GM Lewis explained that Margaret Blank with Underwood Engineering is working on an engineering study to further develop a preventive maintenance survey for tracking assets, training, and maintenance for a fee of $6,800. Margaret will be attending the September meeting to share her results of the study.

GM Lewis asked Champlin Associates to do a SCADA assessment. Their recommendation is to upgrade the whole system due to its age. There was discussion as to what was needed and how long the upgrade would last before another upgrade was needed. Champlin Associates provided a quote to upgrade the system for $36,000. Commissioner Weeks moved to approve the upgrade of the SCADA system. Commissioner Moses seconded the motion. All were in favor.

Commissioner Moses and GM Lewis presented the updated website design which will be going live later today.

Commissioner Large presented a schedule for the remainder of the year for payables review.

Commissioner Weeks made a motion at 11:49 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 12:19PM. The meeting closed at 12:20 by unanimous vote.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman