Village District of Eastman
Commissioners' Meeting, September 17, 2025
9:00 AM, VDE Office/Zoom

In attendance: Commissioner Terry Large, Commissioner Bill Weeks, Commissioner Brad Moses, Treasurer Bill Samuels, Assistant Treasurer Dave Wright (Zoom), Clerk Lin Hill, General Manager Amy Lewis, Executive Assistant Sherrill Zani

Guest: Residents: John Tomasz – 6 Pleasant Drive
Chester Bankowski – 49 Greensward (Zoom)

Commissioner Large called the meeting to order at 9:02 AM.

Commissioner Large welcomed and explained the meeting process to residents attending the meeting.

Commissioner Large made a motion to approve the August 21st meeting minutes. All were in favor. Commissioner Large made a motion to approve the August 26th meeting minutes. All were in favor.

Field/Operations:

Executive Assistant, Sherrill Zani updated the Commissioners on the status of lead service line and meter replacements. There was a total of 389 door hangers that went out; 153 of those homeowners have made appointments for the lead service lines to be inspected. Only 6 door hangers were returned to the office unclaimed out of all 389 that went out. There has been a total of 503 meters replaced since September 2024. 318 of those meters have been replaced in 2025. There were 389 meters that were not working as of September 2024 meters read. Going into quarter 3 meter readings we have only 26 left on that list. Stickers will continue to be on the quarterly statements asking the customers who are getting estimated bills to contact the office to set up an appointment to have their meters replaced to get an accurate read for billing. Estimated accounts will also receive individual letters addressing the necessity of meter replacements. Commissioner Large suggested sending out return receipt, signature required to the customers that the lead service line inspections still need to be set up. All were in agreement that this would be the next step in the process. The updated lead service line inventory (LSLI) is due to the State of New Hampshire by October 16th. A list of properties that have been inventoried with pictures will be sent to Hazen & Sawyer to update our LSLI and submit it. The State requires 100% completion by October 16th, 2027.

Commissioner Large asked for updates on the NHDES compliance, obligations. GM Lewis explained that for quarter 3 samples looking at Nitrate, Synthetic and Volatile organic substances have been submitted to Endyne, and we are waiting for the results. GM Lewis also shared that the results for the chlorine treatment came back well under the maximum for disinfection byproducts. These results were lower this year than last year.

A reminder from NHDES has been received for public notification of the PFAS sampling completed in 2024. This is a program sponsored by the Environmental Protection Agency to aid in determining the maximum contaminant levels (MCLs) of PFAS compounds in public drinking water across the country. Sampling results will be available on the website. GM Lewis noted that the UCMR 5 results are on the website and a notice of that will be included with the quarter 3 billing statements.

GM Lewis updated the Commissioners on the current State of New Hampshire drought levels stating that Eastman is considered extreme. A notice will go out to customers implementing a Level 2 water restriction effective immediately.

The MNR was reviewed, everything looks healthy.

Drinking Water:

GM Lewis updated the Commissioners on the fall flushing schedule which started in September. The spring flushing was postponed due to source 5 being offline. Flushing was suspended after the first week to do maintenance on one of the sources. GM Lewis believes we need to wait a few weeks before flushing continues due to the drought. The Commissioners agreed cutting back on the number of days per week to flush would be the best way to conserve water.

Greensward Drive repairs – GM Lewis updated the Commissioners that in addition to the 4 dips on Greensward Drive there is a small segment across from Fairway Drive that needs a pavement repair. KA Stevens was expected to make these repairs during the week of 9/15.

<u>In Construction</u>

- Fernwood Drive: GM Lewis updated the Commissioners that KA Stevens has 500 feet of pipe left to lay out of the total 1200. Construction is ongoing with the new pipe, new curbs and culverts. A meeting is scheduled with KA Stevens and Andy Sharpe from Underwood Engineering on Thursday September 18th for updates on the project.
- Glenwood Wells: GM Lewis updated the Commissioners that the purchase and sales agreement and the subdivision/annexation application for the Connelly's have been signed. The Town of Springfield has approved the subdivision/annexation application. The New Hampshire Department of Environmental Services has the construction design for review, and we are waiting for final approval.
- Wellfield Road: GM Lewis updated the Commissioners on the water main project. The final punch list items related to the installation will be handled through the road paving efforts by ECA. Updates on this project will be discussed with KA Stevens and Andy Sharpe from Underwood Engineering on Thursday September 18th.

<u>In Planning</u>

- West Cove A & D water main replacement design: Weston & Sampson has submitted an ESR for West Cove D's water main replacement. There is a meeting scheduled for Thursday September 9/25 with Weston & Sampson to discuss additions to the project.
- Valves & Saddles: GM Lewis stated that KA Stevens has replaced the five saddles on Brookridge so this project is finished.
- Corrosion Control Study: There was an Agreement executed between VDE and Underwood Engineers to do a Corrosion Control Study which was strongly suggested from DES to be completed. Meagan and Devon from Underwood Engineers met with Commissioner Large and GM Lewis to discuss their recommendations.
- North End Chlorination: GM Lewis shared the results of the CEI report. Additional information is still needed. Construction estimates were provided for alternative stations. The report suggested adding an automatic flushing station as well.

- Water pressure concerns: There are a handful of customers in the North End, specifically on Highwood Way, who periodically have had low water pressure. GM Lewis stated that diagnosis of the problem is being researched. After the Fall flushing program is completed, we will place pressure loggers through the north/northeast section of the system to track pressure trends. We will coordinate with those customers for their approval.
- Road Round the Lake: GM Lewis stated that she has not received an update yet from Dave Mercier from Underwood Engineers who is working on the Road Round the Lake main replacement/improvement alternative plans, which would install additional valves and hydrants along the main line to isolate smaller sections when needed.
- Operations Reports: GM Lewis gave updates on the following:
    - Anderson Pond and Snow Hill water levels are good. Snow Hill level is higher than it was at this time last year.
    - Water quality is good.
    - Ground water parameters are steady.
    - Water service to 8 Dartmouth Place is currently off, as there is a substantial service line leak by the house. There is no update from the owners (seasonal) as to fixing the line.
    - Source 6 has a high level of Iron and Manganese. Iron is sealing on to the pump, and source 6 is ready for its yearly cleaning.

Wastewater Projects:

- Lagoon fence replacement: Vermont Specialty Fence began the demolition of the old fence on 8/9. A temporary fence will be utilized while demo and installation are being completed. The new fence should be completed by the end of next week. Once this project is completed Vermont Specialty Fence will measure the fence around the pump station at West Cove A and estimate the cost of installing the same size fencing at West Cove B pump station.
- West Cover B Bathroom: GM Lewis updated the Commissioners of a failed holding tank behind that building. The pipe and pump are not working, and waste is collecting in the holding tank. VDE believes that ECA is the owner of the holding tank behind the bathroom building. Commissioner Large will address this issue with the ECA Board at their next meeting.
- Golf Course irrigation: ECA has sent samples of holding pond #1. The soils analysis was completed. There were soil samples taken on the golf course to determine why some of the greens are not as healthy as they should be. Preliminary results showed high levels of salt (sodium chloride). VDE sent water once to the fairway pond on July 24th and will not plan on any more flow to the course for the season. Clerk Lin Hill went over the results of the testing. There was no evidence that there was anything in the sample from the holding pond that did not meet the state requirements.
- Force Main ESR 23-A: An estimate from Underwood Engineers for investigation of the force main on trail six was reviewed. The relief valves may not be working properly, and there may be other reasons for the pressure issues on that line. Commissioner Large made a motion to approve ESR 23-A. Commissioner Weeks seconded the motion. All were in favor.

In Construction

- Underwood Engineering is working on investigating the force main at WCA/B wet well project with possible substantial completion of project. Planning for work to be done in the Fall. A punch list of items was put together.

In Planning

- ECA's board voted in favor of extending the existing easement for the subsurface leaching fields on August 20. New Hampshire Department of Environmental Services (NHDES) has given conditional approval pending this easement adjustment. The final approved minutes of the ECA board meeting will be available September 27th for NHDES review.

The operations reports were reviewed. GM Lewis stated that the influent flow continues to go down as seasonal customers vacate their residences in Eastman after the summer season.
Everything is operating as it should.

Treasurer's Report

- Cash flow & Balance Sheet review: Treasurer Samuels states that the Trustees of the Trust Funds are negotiating with Bar Harbor for the best interest rate available.
- NHDES funding opportunity for Asset Management Plan: GM Lewis gave a history of the Assets Management Plan Grants.
    - In 2020 the first Grant was received from DES on the water side working with Horizon, ending up with VDE's initial AMP.
    - The second Grant was received from the clean water bureau on the wastewater side, working with Underwood Engineers with a lot of GIS data.
    - The third Grant was with Underwood Engineers to expand the GIS data, which was completed in 2022.
    - GM Lewis would like the opportunity to apply for another Asset Management Plan grant. The is a fifty-fifty match grant to shift the water system assets from reactive to proactive management. All Commissioners agreed that the application should be submitted.

Other:

Margaret Blank with Underwood Engineering rescheduled her meeting with VDE until our October meeting to provide an update on the further development of the existing Preventive Maintenance survey. This will simplify asset tracking, training, and asset maintenance.

The rate study scopes were reviewed, making sure all VDE concerns were addressed. The Weston and Sampson quote came in at $24,000. The Underwood Engineers quote came in at $6,500. Commissioner Weeks made a motion to agree to move forward with Underwood Engineers' proposal. Commissioner Moses seconded the motion. All were in favor.

Commissioner Weeks would like to work on updating the Master Plan laying out the major plans needed in the future.

Commissioner Large would like to change the communication to customers on a more frequent schedule. Newsletters, monthly, bi-weekly, or bi-monthly are time frames to consider. Emails to inform community about successes and upcoming events.

At 11:20, Commissioner Large made a motion to go into non-public session under NH RSA91A:3(II)a. Commissioner Weeks seconded the motion. By roll call:

Large: aye
Weeks: aye
Moses: Aye

EA Zani and Mr. Bankowski exited the meeting at 11:20.

The Board returned to public session at 11:41.

Commissioner Large made a motion to adjourn the meeting at 11:41. Commissioner Moses seconded the motion, and all were in favor.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman

10/15/25

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