Village District of Eastman
Commissioners' Meeting, October 15, 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

Guests: Dave Cole, Moderator
John Tomasz – 6 Pleasant Drive
Chester Bankowski – 49 Greensward (Zoom)

Commissioner Large called the meeting to order at 9:00 AM.

Commissioner Large welcomed Dave Cole, VDE Moderator appointed earlier this year and explained the meeting processes. The dates for the 2026 Budget and Annual Meetings were discussed. GM Lewis explained that the Annual Meeting is typically in March, although it has been held at the end of February in most recent years. It was agreed to have the Annual Meeting on March 5th, with the meeting notice posted 14 days prior. The final budget needs to be posted 7 days prior to the budget meeting which will be held on January 22nd.

Commissioner Large made a motion to approve the September 17th meeting minutes. Commissioner Moses seconded the motion. All were in favor.

Field/Operations:

Executive Assistant Sherrill Zani updated the Commissioners on the status of lead service line inspections and meter replacements:

A total of 389 lead service line door hangers went out; 189 of those homeowners had inspections.

There has been a total of 555 meters replaced since October 2024. There are 20 on the schedule for the remainder of October. There were 389 meters that were not working as of September 2024. Before adding in non-working meters from 3rd quarter meter readings, we have 19 meters left to be replaced from the original list. Stickers will again be placed on quarterly statements reminding customers who are getting estimated bills to contact the office to set up an appointment to have their meters replaced in order to get an accurate read for billing. Estimated accounts will also receive individual letters addressing the necessity of meter replacements.

Regarding Lead Service Line inventories, the list of properties that have been inventoried with pictures has been sent to Hazen & Sawyer to update our LSLI and have it submitted to the State of New Hampshire. **The State requires 100% inventory completion by October 16th, 2027.**

GM Lewis informed the Commissioners that there will be a delay in the 3rd quarter billing. There were many meters upgraded during the 3rd quarter which requires extra analysis in calculating the bills as it requires reading both the old meters and the new meters.

Commissioner Large asked for updates on any NHDES compliance obligations.

GM Lewis shared with the Commissioners that she received a notice from NHDES that the Routine Water Quality sampling will no longer be required quarterly.

PFAS (polyfluoroalkyl man-made chemicals) testing will now be completed annually going forward. 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. GM Lewis noted that these results are on the VDE website.

GM Lewis shared with the Commissioners steps that have been taken for cyber security:

- Champlin Associates is wrapping up the SCADA (Supervisory Control and Data Acquisition) improvements at the water treatment plant and has completed a security assessment.
- Culver Technologies will do the annual check-up of the network in the VDE office.

GM Lewis informed the Commissioners that a NHDES grant application of $60,000 was approved for the VDE identification program of Lead Service Lines. There was a kick-off zoom meeting on October 14th, with NHDES that GM Lewis participated in. In this meeting it was confirmed that both in-house and contracted labor directly related to service line identification will be reimbursable through this grant. GM Lewis believes we have identified approximately 1100 this far. By the end of 2027 every service line needs to be inventoried.

GM Lewis updated the Commissioners on the current State of New Hampshire drought levels, stating that central New Hampshire is still considered to be in extreme drought.

The MNR was reviewed, everything looks healthy.

Drinking Water:

GM Lewis updated the Commissioners that the Fall flushing schedule which started in September is currently on hold. 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 well 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 when system wide flushing resumes. The anticipation of flushing to continue in November was the consensus. Commissioner Weeks would like another notice to go out about the severity of the drought and that water conservation is continuing. GM Lewis anticipates successful flushing in Spring 2026 with the 3 new wells going online. The flushing updates will be added to the website for customers to get more information about what areas will be flushed and when.

GM Lewis updated the Commissioners on the ongoing well remediation with Miller Pump. Source 6 is much healthier now that the cleaning has been done, and source 2 is currently under rehab. When source 2 is completed, the three wells under source 1 will be next. GM Lewis stated that we have a total of 9 bleeds (blow offs) through the system, and she would like to open 5 bleeds this coming winter to see if it reduces the discolored water in the Spring. The bleeds keep water moving in areas that have limited usage.

Greensward Drive repairs – GM Lewis updated the Commissioners that in addition to the 4 dips on Greensward Drive there is a small dip across from Fairway Drive that needs a pavement repair. There

are 2 new home constructions being added to the water system on Greensward Drive. Those hook ups will be added for pavement repair as well.

In Construction

- Fernwood Drive: GM Lewis updated the Commissioners that there will be a construction meeting with KA Stevens and Andy Sharpe from Underwood Engineering on Thursday October 16th for updates on the project.
- Glenwood Wells:
    - GM Lewis updated the Commissioners that the New Hampshire Department of Environmental Services has reviewed the construction design and approved the project for bidding. Horizons Engineers will put it out to bid next week and construction will be planned this coming Winter. The pre-bid meeting is scheduled for November 6th. Bids will be due by 3PM at the VDE office on November 20th.
    - The Glenwood Well project is the last phase of the 2022 State Revolving Fund (SRF) loan. The original completion date was December 1, 2025. Due to the delay with the Glenwood wells, NHDES has extended the completion date to June 2027. GM Lewis presented the NHDES extension agreement through June 2027. The Commissioners were in agreement for the signing and submission of the extension request.
    - Wellfield Road: GM Lewis updated the Commissioners on the water main project wrapping up. The final punch list items related to the installation will be handled through the road paving efforts by ECA.

Deputy Treasurer David Wright exited the meeting at 10:15.

In Planning

- West Cove A water main replacement design: Weston & Sampson has submitted an ESR for West Cove A's water main replacement. There was a meeting on September 9 with Weston & Sampson to discuss possible additions to the project requested by the WCA condo association to make improvements to ongoing drainage problems. Cost for the drainage work would be covered by WCA residents.
- Valves & Saddles: GM Lewis stated that Brookridge work is nearly complete. Updates will be discussed at the meeting on October 16th with KA Stevens.
- 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, and water restrictions are lifted, we will place pressure loggers within homes on Highwood Way, Snow Hill, etc., to track pressure trends.
- 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. GM Lewis is asking Underwood Engineer for a design and cost of project.
- Operations Reports: GM Lewis gave updates on the following:
    - Spreadsheets were reviewed.
    - MNR data was reviewed.

Moderator Dave Cole exited the meeting at 10:25.

Wastewater Projects:

GM Lewis informed the Commissioners that Vermont Specialty Fence has submitted a fencing proposal for adding security fencing at the newly upgraded West Cove B pump station. Commissioner Weeks made a motion to proceed with the proposal, using similar-sized fencing as at the WCA wet wells, at the cost of $4,250. Commissioner Moses seconded the motion. All were in favor.

West Cove 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. There is a request for the installation of a port-a-potty. Ownership responsibility of the facility is still in question. GM Lewis will provide a review of historic operations and billing at that location.

Force Main ESR 23-A: An estimate from Underwood Engineers for investigation of the force main on Trail Six was reviewed. The air 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.

<u>In Construction</u>

- Force Main work: GM Lewis gave the update that the air relief valves will be sized for replacement by Underwood Engineers. Manhole 14 is the suspected end of the force main and will be uncovered this week for visual inspection and cleaning. These are two possible solutions to determine the cause of the pressure issue.

<u>In Planning</u>

- Leaching field design/approval:
    - Contract was signed and pre-construction meeting scheduled for October 16th with Shannon Laroque of NHDES, Underwood Engineers, and KA Stevens.

The operations reports were reviewed. Everything is operating as it should. Holding Pond levels are the lowest experienced in many years.

<u>Treasurer's Report</u>

- 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 for the capital reserve accounts. He is awaiting confirmation.
- CRF review: Commissioner Weeks moved to revise the September 17 motion for reimbursement, changing the amount of the CRF request to $348,840.44 due to acknowledgement from the Trustees of a double entry of an invoice. Commissioner Moses seconded the motion. All were in favor.
- NHDES funding opportunity for Asset Management Plan: GM Lewis has applied for another Asset Management Plan grant. This is a grant to shift the water system assets from reactive to proactive management. The grant is up to $20,000, with a 2-to-1 match so the VDE will be

expected to spend $10,000. This grant can also support a portion of VDE's Rates Analysis work, contracted with Underwood Engineers.

- GM Lewis shared with the Commissioners that the 2024 MS535 was finalized by the Auditors. NHDRA will need a copy signed and returned to set the final tax rate for 2025.

Other:

Margaret Blank with Underwood Engineering zoomed into the meeting to provide an update on the further development of the existing Preventive Maintenance survey. This will simplify asset tracking, training, and maintenance. Commissioner Large asked Margaret to schedule a time to meet in person with the VDE operators to review the new water system forms and to provide training as necessary.

Commissioner Large proposed moving the monthly Commissioners' Meeting to the 3rd Thursday of each month starting in 2026. This would provide staff with an extra day to complete the reporting when there are holidays on Mondays. All were in agreement.

At 11:45, Commissioner Moses made a motion to adjourn the meeting. Commissioner Weeks seconded the motion.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman

11/17/2025