Village District of Eastman
Commissioners' Meeting, November 19, 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

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

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

Mr. Bankowski remarked that it is not easy to find the zoom link on the VDE website. Commissioner Large responded that an updated would be made to the website to make it easier to find.

Mr. Bankowski also commented on the work on Greensward; he noted the patching looked excellent.

Mr. Bankowski questioned why some residents are getting discolored water. Commissioner Large responded that we are completing the semi-annual flushing routine, and typically, customers closest to the flushing point are more apt to experience discolored water.

Commissioner Weeks made a motion to approve the October 15th meeting minutes as revised. 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:

There has been a total of 52 meters replaced since October 15th meeting. Stickers were placed on quarter three 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.

There were 389 meters that were not working as of September 2024, there are 9 meters remaining on that original list. An Additional 29 non-readable meters were added to this list bringing the number of meters to be swapped out to 38.

Commissioner Weeks made a motion to approve a two-phase, bulk price purchase of 400 meter bodies and endpoints from Granite State Rural Water at a cost of $123,000, and their help to install new meters. Commissioner Moses 2nd the motion. All were in favor.

Regarding Lead Service Line inventories, the list of properties that have been inventoried with pictures were sent on October 14th to Hazen & Sawyer to update our LSLI effort and submit it to the State of New Hampshire. **The State requires 100% inventory completion by October 16th, 2027.**

Hazen & Sawyer had a total of 586 unknown lines on their list. However, Josh Worthen from Granite State Rural Water has previously surveyed curb stop valves while working for the VDE and has narrowed that list to 374 with affidavits. These affidavits were submitted to Heather Hennigan at the NHDES to review. If accepted, then the list of unknowns will be reduced to 365 left to identify.

GM Lewis said there are some privately funded cyber security grants available from Overwatch. The Commissioners agreed that it would be a good idea to have Champlin Associates initiate the application process to enhance our Mission System.

GM Lewis updated Commissioners on the status of the current NH drought levels. Sullivan County is still considered to be in a moderate to severe drought. The Commissioners agreed to keep the water restrictions in place at this time.

The MNR was reviewed, everything looks healthy.

Drinking Water:

GM Lewis updated the Commissioners that the Fall flushing schedule which started in September is continuing with flushing occurring twice a week. 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 believed we needed to wait a few weeks before flushing continued, due to the drought. GM Lewis anticipates successful flushing in Spring 2026. Flashing updates have been 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 and source 2 are complete and are much healthier now that the cleaning has been done. The three wells under source 1 are currently under rehab, and nearly complete. GM Lewis plans on using 5 of the 9 bleeds (blow offs) throughout the system 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.

GM Lewis mentioned to the Commissioners her idea to work with Granite State Rural Water Association on the development of a Source Water Protection Plan. She shared the importance of having low salt areas, particularly Glenwood, and the Wellfield and Glenwood intersection.

<u>In Construction</u>

- Fernwood Drive: GM Lewis said that there will be a final construction meeting with KA Stevens and Andy Sharpe from Underwood Engineering on Thursday November 20th. This project is completed.
- Glenwood Wells: This project is the last phase of the 2022 State Revolving Fund (SRF) loan. GM Lewis updated the Commissioners that Horizons Engineers sent out the project to bid for construction planned for this coming Winter. 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. The pre-bid meeting was scheduled for November 6th. Bids are due by 3PM at the VDE office on November 20th.

<u>In Planning</u>

- 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 will be covered by WCA residents.

- 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 pressure loggers have been installed in 7 homes on Highwood Way, Snow Hill, etc., to track pressure trends to diagnose the problem.
- The NHDES is not offering funding for a Leak Survey. A proposal has been requested from Vital Leak Detection (Allen Williams) for a leak survey to be performed in 2026 at VDE's cost.
- 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 water main replacement/improvement alternative plans, which would install additional valves and hydrants along the main line to isolate smaller sections when needed. Andy Sharpe of Underwood Engineers will provide an ESR for review.
- Operations Reports: GM Lewis gave updates on the following:
    - Spreadsheets were reviewed.
    - MNR data was reviewed.

Wastewater Projects:

GM Lewis informed the Commissioners that Vermont Specialty Fence has completed the new fencing at the newly upgraded West Cove B pump station. The fence will be stained in the Spring.

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. GM Lewis provided a review of historic operations and billing at that location. ECA pays the water bill for the bathroom; there is no sewer fee. ECA contracts for winterization of the facilities. ECA also has a lock on the door.

NHDES dam assessments: Jay Hargy, Dam Safety Engineer at the New Hampshire Department of Environmental Services has inspected the dams and holding ponds on Clearwater Drive. He has determined that the three berms are considered one dam. It was established that Clearwater Drive is under the ownership of ECA.

<u>In Construction</u>

- The Subsurface Disposal Field construction has begun with land clearing at the holding pond pump station. There is a progress meeting scheduled with KA Stevens on November 20th at 10am.

<u>In Planning</u>

- WCA Force Main Work: Underwood Engineers is researching the size of the replacement of the air relief valves of the force main on Trail Six. The air relief valves may not be working properly, and there may be other reasons for the pressure issues on that line. Underwood Engineers will also be looking at location of additional manholes to be determined by GPR/investigative excavation.

The operations reports were reviewed. Everything is operating as it should. Energy costs are down 50% with the new wet wells at lift station A & B.

Treasurer's Report

- Cash flow & Balance Sheet review: Treasurer Samuels confirms that the Trustees of the Trust Funds have agreed to a new interest rate of 4.1% with Bar Harbor for VDE CRF accounts. The interest rate for the PDIP funds is set at 3.99%.
- Treasurer Samuels also shared that the State of New Hampshire is in the process of hiring a new manager for the PDIP funds management.
- GM Lewis informed the Commissioners that Grantham has received their final tax rate. The request for payment number 2 for VDE has been sent to them.
- NHDES funding opportunity for Asset Management Plan: GM Lewis applied for Asset Management Plan grant; the grant application was denied.

Other:

GM Lewis shared with the Commissioners a request to receive a reduction in a 3rd quarter bill for a customer who has experienced frequently discolored water. Customer has contacted the office on several occasions and was advised to flush their line, which they did. The account will be reviewed later this week.

Margaret Blank with Underwood Engineering is scheduled to meet in person with the VDE operators to review the new water system forms and to provide training as necessary on December 1st. This updates the existing Preventive Maintenance survey and will simplify asset tracking, training, and maintenance.

GM Lewis informed the Commissioners that the rate study is underway with Underwood Engineers.

Commissioner Moses and GM Lewis will work on website updates next week.

Dates were set for preliminary 2026 Budget Meetings, and January 22 will be the Budget Hearing for the community at 7Pm at South Cove.

At 11:13, Commissioner Large made a motion to go into a non-public session under RSA 91A:3(ii)a. Commissioner Moses seconded the motion. All were in favor. The board returned to public session at 11:19. With nothing further, the meeting adjourned.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman