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

In attendance: Commissioner Terry Large, Commissioner Bill Weeks, Commissioner Brad Moses, Treasurer Bill Samuels, Deputy Treasurer David Wright (Zoom), General Manager Amy Lewis, Executive Assistant Sherrill Zani, and Moderator David Cole

Commissioner Moses made a motion to approve the November 19th meeting minutes as revised. Commissioner Large seconded the motion. All were in favor.

Commissioner Bill Weeks came into the meeting at 9:09AM.

Field/Operations:
Executive Assistant Sherrill Zani updated the Commissioners on the status of lead service line inspections and meter replacements: There have been 8 meter replacements with lead service line inspections since the last Commissioners Meeting. There are 3 scheduled for the remainder of this week. There were 388 door hangers that went out earlier this year to the properties that we needed to identify the lead service lines. As of this week 205 of those 388 have been identified. This will be an Annual Meeting topic, and VDE will work with the condo reps to help with further identification.

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.

Clarification changes in the VDE billing statements were discussed, and a draft will be sent to the commissioners in January. Commissioner Moses will work with GM Lewis to revise the billing statements for the quarter 4 statements going out in January.

Drinking Water:
GM Lewis updated the Commissioners on the ongoing well remediation with Miller Pump. Source 1 is complete and much healthier now that the cleaning has been done. GM Lewis shared that we are using 4 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 said that there were 28 backwashes performed in November; one backwash is performed per night. Backflow testing was also completed in November.

Water pressure concerns: GM Lewis informed the Commissioners that the pressure loggers have been installed in the North End, specifically where low water pressure occurs periodically. Loggers have been installed in 7 homes on Highwood Way, Snow Hill, etc., to

track pressure trends to diagnose the problem. The data will be collected on January 10th and shared with the commissioners.

In Construction:
Fernwood Drive: GM Lewis said that the final completion has been reached.

Glenwood Wells: This project is the last phase of the 2022 State Revolving Fund (SRF) loan. GM Lewis said that Horizons Engineers sent out the project to bid for construction planned for this coming Winter. The original completion date for expenditure of SRF funds was December 1, 2025. Due to the delay with the Glenwood wells, NHDES has extended the completion date for expenditure of SRF funds to June 2027. The pre-bid meeting was scheduled for November 6th. Bids were due by 3PM at the VDE office on November 20th. Only 1 bid was received. Horizons Engineers have been invited to the January Commissioners meeting to discuss timing for completion of this project.

In Planning:
West Cove A & D water main replacement design: Weston & Sampson has submitted an ESR for West Cove D's water main replacement. Weston & Sampson is putting together a bid package for additions to the project requested by the WCA Condo Association to make improvements to ongoing drainage problems. Drainage work will be completed in 2026, and the cost will be covered by WCA residents.

Road Round the Lake water main replacement/improvement alternative plans: They have not been received yet from Dave Mercier at Underwood Engineers. These plans might include installing additional valves and hydrants along the main line to isolate smaller sections when needed. GM Lewis will be reaching out to Andy Sharpe of Underwood Engineers to provide an ESR for review.

Operations Reports: GM Lewis gave updates on spreadsheets and the addition of limits added to front column. The MNR was reviewed; everything looks healthy.

Wastewater Projects:

In Construction:
The Subsurface Disposal Field construction has begun with land clearing near the holding pond pump station. A progress meeting was scheduled with KA Stevens on December 18th at 10am to discuss winter shut-down.

A punch list of items for WCA/B upgrades is expected to be received shortly; it will be reviewed by Underwood Engineers and the VDE. Champlin Associates will be involved in SCADA integration at the holding ponds lift station.

In Planning:

WCA Force Main Work: Champlin Associates has procured 3 air relief valves for the force main on Trail Six. The existing 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 GPS/investigative excavation. Work is suspended for Winter and will begin again when snow is gone.

The operations reports were reviewed. Everything is operating as it should.

Financial:
GM Lewis presented the Commissioners with a spreadsheet summarizing the total reimbursement request for the Trustees of the Trust Funds for the Village District of Eastman; the total requested amount is $962,312.20 for the remaining 2025 capital expenses. Commissioner Large moved that the Board of Commissioners request the Trustees of the Trust Funds to reimburse the District as outlined on Exhibit A, dated December 14, 2025, for capital funds expended in the amount of $962,312.20. The motion was seconded by Commissioner Moses and was unanimously approved.

The 2026 Draft Budget for water was reviewed with a target of no more than a 6% increase. Commissioner Large moved to accept the 12/10/2025 draft budget for 2026 with revenue and matching expense in the amount of $1,913,558.00, to be presented at the Annual Meeting. Commissioner Moses seconded, all were in favor.

The 2026 Draft Budget for wastewater was reviewed with a target of no more than a 6% increase. Commissioner Large moved to accept the 12/10/2025 draft budget of $493,816.00 for 2026 to be presented at the Annual Meeting. Commissioner Moses seconded, all were in favor.

Borrowing needs for 2026 based on the current CIP/MPP are estimated at $2,100,000. This will be the amount discussed at the January 22 Bond Hearing.

GM Lewis informed the Commissioners that the second Grantham precinct tax payment has been received at the VDE. Requests for precinct tax remittance have been sent to both Enfield and Springfield.

NHDES funding opportunity for Asset Management Plan: GM Lewis applied for Asset Management Plan grant; the grant application was denied.

Other:
Margaret Blank with Underwood Engineering is scheduled to meet with the VDE operators to review the new water system forms and to provide training as necessary on December 29th. Updates to the GIS and the existing Preventive Maintenance survey will simplify asset tracking, training, and maintenance scheduling and documentation.

GM Lewis informed the Commissioners that the interviews have been scheduled for the rate study that Underwood Engineers is completing for the VDE.

GM Lewis shared the response received from the NHMA (New Hampshire Municipal Association) regarding who is an authorized VDE voter. GM Lewis will forward this definition to Moderator Dave Cole so he can respond to Attorney Steven Buckley at the NHMA.

The payables/invoice review schedule for the first quarter of 2026 was determined.

The topics for the next e-newsletter were discussed. It will include key VDE voter meeting dates, voter eligibility, and call for candidates. Key dates are: January 22 Bond Hearing, SCAC, 7PM and Budget Hearing at 7:30PM; the Annual Meeting will be held also at SCAC on March 5 at 6pm.

At 12:34PM, Commissioner Large made a motion to go into a non-public session under RSA 91A:3(II). Commissioner Weeks seconded the motion.

By roll call:
Large: Aye
Moses: Aye
Weeks: Aye

The board returned to public session at 12:58PM. With nothing further, the meeting was adjourned at 12:59PM.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman