Village District of Eastman
Commissioners' Meeting, January 15, 2026
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), General Manager Amy Lewis

Guests: Dave Cole, Moderator
John Tomasz - 6 Pleasant Drive
Len DeJong (Zoom) - 93 Longwood Drive
Jon Warzocha, Verdantas (Horizons Engineering)

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

Commissioner Large gave Mr. DeJong the opportunity to ask questions as they waited for Jon Warzocha from Horizons Engineering to discuss the Glenwood well project.

- Mr. DeJong commented on the improvement of the new website redesign but would like to see the meeting minutes posted closer to the meeting date. Commissioner Large responded, explaining there is a new process in the review and approval of the meeting minutes to have them ready to post to the website following the meeting at which the minutes are approved by the Commissioners.
- Mr. DeJong had questions about the corrective actions taken to remedy the discolored water events. He believes that the frequency of discolored water has been more often than in past years and asked for an explanation of the cause of the most recent discoloration. Commissioner Large explained that this is on the agenda for discussion.

Jon Warzocha from Horizons Engineering joined the meeting by phone at 9:08AM to discuss the Glenwood well project. Commissioner Large welcomed Mr. Warzocha and provided introductions.

To Mr. Warzocha's knowledge, there were no public comments submitted to NHDES during the public hearing phase of the Glenwood approval process. Mr. Warzocha explained that although DES has the final permitting application, DES is questioning the well-yielding data on one of the proposed sources; DES is calculating the anticipated yield of this source at about 10gpm less than Horizons. Commissioner Large expressed his desire to award the contract to KA Stevens based on the bids provided. Mr. Warzocha is over 90% certain that the state will give their final approval permit for this project; he feels this is a solid well field that may have more capacity with additional development. Mr. Warzocha will be meeting with the state next week for further discussion.

Commissioner Large made a motion to have Horizons Engineering award the contract to KA Stevens to complete the Glenwood wellfield project. Commissioner Weeks seconded the motion. All were in favor. Mr. Warzocha was asked to award the contract to KA Stevens no later than January 16; he agreed and will keep the board updated with actions going forward. Commissioner Large requested that monthly updates be received by the 10th of each month so any news can be on that month's meeting agenda. Mr. Warzocha left the meeting at 9:30.

Commissioner Weeks made a motion to approve the minutes from December 17th, 2025. Commissioner Moses seconded and all were in favor.

Field/Operations:

GM Lewis updated Commissioners on the status of the quarterly water use for quarter four 2025 filings, obligations, and compliance. All 2025 sampling reports, including wastewater sampling, will be uploaded to the state today.

GM Lewis shared that the Lead Service Line Inventory inspections are still being conducted. The number of inspections has dwindled down to about a handful a week.

Mr. DeJong asked about the notices that went out for the lead service. He felt the cover letter was confusing and questioned the dates of completion to be in compliance with the state. GM Lewis explained that 100% identification is due by November 1st, 2027. Of the 1400 service lines there are 388 lines that are still unidentified. The ongoing efforts of the LSLI compliance will prioritize the condos.

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

GM Lewis and Commissioner Moses are reviewing the billing statements and working on layout changes to improve the way the information is presented.

The MNR was reviewed, everything looks healthy.

Drinking Water:

GM Lewis updated the Commissioners on Greensand and Filter issues affecting water discoloration. There have been complaints of discolored water since late December from all over the community. There is not an isolated area to concentrate on. GM Lewis explained that the air scour valve on filter 3 that receives untreated water failed. It was fully blocked with media so it could not perform a good backwash. The scour grid inside the filter (the part that produces air) broke loose so it could not remove the iron and manganese scales. That filter was taken offline on January 4th. Manual valves were installed on filters 1 & 2 to manually control the backwash procedure until the air scour issue is resolved. Arrangements have been made with Weston & Sampson to set up the cleaning of all three filters and replacement of filter media. There was another valve replaced 2 weeks prior to this failure in another filter that was sticking during the backwashes and was replaced before it could become an issue.

Mr. DeJong asked GM Lewis how the water was monitored before it left the plant. He suggested a monitoring system be investigated to avoid discolored water. GM Lewis explained that there is a process in place, and that water quality at the plant is checked daily. The current issue with filter 3 failing was caught because the operators were monitoring the backwash. Commissioner Large informed Mr. DeJong that the VDE is also working with Weston & Sampson to improve the monitoring system.

In Planning

- GM Lewis will contact Weston & Sampson (who designed the WCA water main replacement) to find out about the separate project bid requested by the WCA Condo Association to make improvements to their ongoing drainage problems. Drainage work to be completed in 2026. Cost for the drainage work will be covered by WCA residents.
- Road Round the Lake: GM Lewis received a preliminary proposal from Dave Mercier of Underwood Engineers to install additional valves and hydrants along the main line to isolate smaller sections when needed.
- Operations Reports: GM Lewis gave updates on the following:
    - Spreadsheets were reviewed.
    - MNR data was reviewed.

Wastewater Projects:

In Construction

- A punch list of items for WCA/B pump station replacements is expected shortly so this project can be finalized. Andy Sharpe of Underwood Engineering is reviewing the "as-builts" for this project.
- The Subsurface Disposal Field construction began with land clearing at the holding pond pump station. There was a progress meeting with KA Stevens on December 18th at 10AM to discuss winter shutdown, and a recap of progress was held January 14.
- Underwood Engineers is working with Champlin Associates (as implementors) for SCADA integration at the holding ponds lift station. This can be done during the winter shutdown.

In Planning

- WCA Force Main Investigation: Underwood Engineers is determining the size of the air relief valves on the Trail 6 force main to be replaced. These 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.

Financial:

GM Lewis presented The Board of Commissioners with a letter from the Trustees of the Trust Funds for the Village District of Eastman with suggested changes for the 2026 Warrant articles relating to the capital funding. Any wording changes will be subject to DRA oversight.

GM Lewis shared with the Commissioners that she received a debt limit certificate from DRA per an earlier request; with the anticipated bond article for 2026, the VDE will remain under the debt limit for borrowing purposes.

The review of the current drinking water CIP/MPP is in progress and will be posted to the website once complete.

Other:

Commissioner Large will post the draft budgets at South Cove this afternoon.

GM Lewis relayed that the VDE staff will be field-testing a preventive maintenance program developed by Underwood Engineers.

GM Lewis informed the Commissioners that the rate study that Underwood Engineers is completed and will be shared with the VDE.

Communications will be prepared for an email to remind the community of the bond and budget hearings scheduled for January 22.

Commissioner Large shared a letter received from a Greensward resident experiencing low water pressure. GM Lewis will reach out to this resident to arrange an exploratory visit.

With nothing further, at 11:19am, Commissioner Weeks made a motion to close the meeting. Commissioner Moses seconded the motion. All were in favor.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman