Village District of Eastman
Commissioners' Meeting, March 19, 2026
9:00 AM, VDE Office/Zoom

In attendance: Commissioner Terry Large, Commissioner Brad Moses, Commissioner John Tomasz, Clerk Bill Weeks, Deputy Treasurer Dave Wright, Moderator Dave Cole, General Manager Amy Lewis and Executive Assistant Sherrill Zani. Treasurer Bill Samuels was absent.

Guests: Chester Bankowski – 49 Greensward (Zoom)

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

GM Lewis swore in John Tomasz as Commissioner.

Commissioner Large made a motion to re-appoint David Wright as Deputy Treasurer for 2026. Commissioner Tomasz seconded the motion. All were in favor. Mr. Wright noted that this is his 27th year of service with the VDE.

GM Lewis swore in Bill Weeks as clerk, David Wright as Deputy Treasurer, and David Cole as Moderator.

Commissioner Large welcomed Mr. Bankowski to the meeting and asked if he had any discussion or feedback. Mr. Bankowski commended Commissioner Large on the presentation he provided at the March 5 Annual Meeting.

Commissioner Moses made a motion to approve the minutes from February 19, 2026 as revised. Commissioner Tomasz seconded the motion. All were in favor.

Commissioner Moses made a motion to approve the minutes from February 25, 2026 as presented. Commissioner Large seconded. All were in favor.

Commissioner Moses made a motion to accept the Annual Meeting minutes from March 5, 2026 as presented. Commissioner Tomasz seconded. All were in favor. GM Lewis will reach out to former Clerk Lin Hill to sign these minutes prior to posting on the website.

**Field/Operations:**

Monthly compliance with and obligations to NHDES were completed for March.

GM Lewis stated that the turbidity meter, which is an instrument that measures the cloudiness or haziness of a liquid caused by suspended particles, has been installed in the lab at the water treatment plant, and that the operators have been trained on its use. This measurement is a new requirement under the Corrective Action Plan submitted to and accepted by NHDES. A progress report will be developed for the April board meeting and submitted to NHDES.

GM Lewis and Commissioner Large met with Hazen & Sawyer on March 16th who are working with the New Hampshire Department of Environmental Services on the data collected so far for the Lead Service Line Inventory (LSLI) compliance. Hazen & Sawyer is also working on as estimated for the cost of excavating

72 potholes, which will determine if any lead is present on the VDE side or the customer side of the curb valve connections. The grant of $60,000 will help to cover the cost. GM Lewis stated that every examination that VDE has done so far has shown no lead in the system.

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

GM Lewis shared with the Commissioners that quarter 4 2025 billing payments are on track.

Adjustments to the billing statement template are underway with our billing system, CUSI. These edits should make the statement easier to understand. Samples of alternative statements were reviewed as well, but we will stay with the current template for now.

**Drinking Water:**

Commissioner Moses asked when flushing would start. GM Lewis shared that the plan is to start flushing 3 days a week: Monday, Tuesday, and Wednesday, beginning the week of March 30th. GM Lewis expressed her desire to reach out to another operator with another system to call on to help with the flushing. A flushing schedule will be on the website and emailed out once the routes have been determined after GM Lewis meets with Operator Josh Ruel. A minimum night rate study will be performed before the flushing program begins.

The spreadsheet VDE uses to track water quality complaints will be updated to include the resolution of the complaint. An updated map for 2026 calls will be reviewed in April.

GM Lewis suggested adding flushing hydrants to the system, especially on dead-end roads where there is either nothing installed for flushing, or only a blow-off pipe. This would increase the efficiency of the flushing program. GM Lewis will review potential locations for new flushing hydrants with the operators.

VDE will research answering services for after-hours calls, to relieve some of the burden on ECA Security.

<u>In Construction</u>

- Glenwood Wells:
    - NHDES has not given full approval yet since Verdantas needs to respond to NHDES with answers to their comments on the permit application. NHDES is waiting for drawdown data on the proposed wells and how the pumping tests of the new wells affected the existing wells. Verdantas will respond to comments from NHDES on permit application with data next week.
    - KA Stevens is onsite for project preparation, working with Eversource to finalize the power requirements.

<u>In Planning</u>

- GM Lewis announced that West Cove A & D watermain replacement bids were due on March 17th, and Weston & Sampson's recommendations will be reviewed once received.
- GM Lewis will be in contact with Andy Sharpe at Underwood to check on the status of:
    - RRL main flushing valves and bypass hydrants

        - ECA revisions to road paving plans: Cove to Double Diamond has been replaced with Trillium to Loon Drive for 2026
    - Design of "southern tier" water main replacements consistent with Corrective Action Plan
    - Design/bid/on-site supervision of "north end chlorine injection system" to be undertaken in concert with Hilltop Tank cleaning
    - Work with Weston & Sampson - research and recommend "point of entry" whole house filtration systems for VDE to consider/recommend to customers consistent with Corrective Action Plan (recommendations due 4/15/26)
    - Bid/on-site supervision of "Pothole" inspections of VDE side of service lines in satisfaction of LSLI requirements; 72 sites proposed by Hayzen and Sawyer.
- The services proposal from Weston & Sampson was reviewed and approved. GM Lewis will sign and send back to W&S.
- Operations reports spreadsheets and MNR data were reviewed.

**Wastewater Projects:**

In Construction

- A punch list of items for WCA/B pump station completion has been signed. Andy Sharpe of Underwood Engineering has the "as-builts" for this project.
- Leaching field construction will begin once the road bans are lifted, and KA Stevens can move equipment onto site.

David Mercier of Underwood Engineers prepared a state-aid grant (SAG) application on behalf of the VDE for the West Cove A & B Lift Station Improvement Project. The SAG could potentially award the VDE up to $100,000 in grant funds. Commissioner Tomasz moved to appoint Commissioner Large as system owner and to sign the SAG application. Commissioner Moses seconded. All were in favor. Commissioner Large will sign on behalf of the VDE and GM Lewis will send the signed application back to David Mercier, who will submit the application for the VDE.

In Planning

- WCA Force Main Investigation: Underwood Engineers and Champlin Associates have determined 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. Champlin Associates has purchased the replacement air relief valves. This project will begin once the trail is accessible. Champlin Associates has been identified as lead on this project with Underwood as support as needed. GM Lewis and Operator Josh Ruel will meet with Underwood Engineers and Champlin Associates to get the project underway; anticipated completion is June 16, 2026.

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

**Financial:**

- The 2026 MS232 Budget form was signed by the Commissioners; GM Lewis will submit to DRA.

- The Draft 2024 audited financial statements were provided for review. GM Lewis has several edits to send back to Roberts & Greene before the statements are finalized.
- Cash Flow & Balance Sheets were reviewed.
- Year-to-date financials were reviewed.
- The review of the current drinking water CIP/MPP will begin in April and will be led by Commissioner Large. Once updated, the plan will be posted on the website.

**Other:**

There was discussion of new protocols for Water discoloration complaint calls after hours and weekends.

The Commissioners reviewed and discussed a customer's correspondence requesting an adjustment in the water usage charge due to a major water leak in the home. The board agreed that the additional usage for sewer be waived, but the actual amount of water that passed through the meter would be charged. GM Lewis will respond to Steve Rogers' memo.

The Commissioners agreed that it would be a good idea to accept a community volunteer's offer to assist in further upgrades to the VDE website.

Commissioner Large shared that NHDES is sponsoring workshops regarding program funding.

GM Lewis will publish the Annual Meeting presentation to the VDE website showing votes of approval on the Warrant Articles.

Commissioner Moses would like a meeting agenda to be posted on the website for future meetings to provide a general overview of what is typically discussed.

A non-public session was requested at 12:03PM per RSA 91A:3(II)i. By roll call:

Large: Aye
Moses: Aye
Tomasz: Aye

The board returned to public session at 12:27PM.

With nothing further, the meeting closed at 12:29PM.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman