**Village District of Eastman**
**Commissioners' Meeting, May 21, 2026**
**9:00 AM, VDE Office/Zoom**

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

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

Commissioner Large made a motion to re-appoint Lin Hill as Deputy Clerk for 2026. Commissioner Moses seconded the motion. All were in favor. Lin accepted the appointment.

Commissioner Large made a motion to approve the minutes from April 16, 2026. Commissioner Tomasz seconded the motion. All were in favor.

**Field/Operations:**

GM Lewis informed the Commissioners that the EPA has reduced the number of per- and polyfluoroalkyl substances (PFAS) compounds that public water systems are required to sample for to four, although the New Hampshire Department of Environmental Services (NHDES) is recommending six. GM Lewis explained that she would like to sample according to the NHDES recommendation; this will be completed by the end of May. Routine quarter 3 samplings are due in July, including residential lead and copper sampling. The lead and copper samples to be collected for processing have decreased to 20 samples, down from the previous 40.

GM Lewis updated Commissioners on the status of the current NH drought levels. Sullivan County is still considered to be in moderate/severe drought. Clerk Weeks shared that even with all the rain we have been getting, the state is still in a precipitation deficit of 4" inches. The Commissioners agreed to keep the current Level 2 water restrictions in place at this time. GM Lewis will send out a drought notice next week with information about what to do and not to do during a drought, along with a GIS drought map.

GM Lewis shared that the first round of flushing is complete. The flushing plan will continue, 3 days a week - Monday, Tuesday, and Wednesday – and will continue as supply allows. An updated flushing schedule will be on the website and emailed out weekly. There was discussion of incorporating a daytime flushing schedule for future flushing plans.

**Drinking Water:**

GM Lewis shared the water discoloration and low-pressure issues report. Calls have been reduced to a trickle.

GM Lewis shared that twelve pressure loggers will be placed throughout the system after the minimum night rate (MNR) study is completed.

In Construction

- Glenwood Wells:
  - NHDES has not given full approval yet on the permit application. Verdantas will respond to comments from NHDES on permit application. Verdantas has been provided with drawdown data on the proposed wells and how the pumping tests of the new wells affected the existing wells.
  - GM Lewis has drafted the purchase and sales agreement for the Connellys to ask for an easement for an additional ½ acre since Verdantas miscalculated the necessary area originally mapped out for wellhead protection. Moderator Cole will work with GM Lewis to finalize the agreement before presenting it.
  - KA Stevens has worked with Eversource to finalize the power requirements. It has been suggested by KAS that the standby generator at Glenwood Wells needs to be bigger than what was specified by the engineer. GM Lewis will respond to KA Stevens about the generator after she reaches out to Champlin Associates for their opinion on single phase verses three phase power at the location.
  - KA Stevens will be bringing in equipment and material to start the project.
- West Cove A & D, water main replacement:
  - The pre-construction meeting was held on 5/19 with Weston & Sampson and SUR Construction. SUR provided an aggressive schedule for the project. Their intent is to have two working groups on site starting on May 26th on Otter Road and a second crew caring for the main replacement on College Overlook. The completion of this phase of the project is estimated to be before July 4th.
  - ECI Site Management has been contracted by Weston & Sampson to be the field representative on site for the West Cove projects for 4 days per week.

In Planning

- The following engineering services requests (ESRs) are active with Underwood Engineers:
  - ESR #27 for the Road Round the Lake main flushing valves and bypass hydrants:
    - Andy Sharpe from Underwood Engineers said that he was working on the revisions to reflect updated road paving plans as presented by ECA. Paving Cove Drive to Double Diamond has been replaced with a Trillium to Loon Drive paving plan; this has been scheduled to start soon, so this project will not be completed this year.
  - ESR #28: Southern-tier survey work
    - Road survey work on Winding Wood, Glenwood, and Brookridge begins the week of May 18th for the water main replacement design project consistent with the Corrective Action Plan.
  - ESR #29 POET tech memo review:
    - Andy Sharpe of Underwood Engineers will have a list of vetted companies' recommendations of "point of entry" whole house filtration systems for VDE to consider/recommend to customers consistent with Corrective Action Plan. Weston & Sampson was also asked to provide an evaluation and recommended list of POET systems.

        - Commissioner Large proposes having this information for review along with possible samples of the water filtration systems at the June 29th community forum.
    - ESR #30: Hilltop Storage Tank maintenance
        - GM Lewis explained the recommendation on the preparation for plan/bid/on-site supervision of Hilltop tank cleaning consistent with the Corrective Action Plan. The impact of cleaning the tank would result in low water pressure in the Northeast End. Relining the Hill Top Tank would take the tank offline for a day.
    - ESR #32: North End chlorination
        - The design/bid/on-site supervision of the "north end chlorine injection system" to be undertaken in concert with Hilltop Tank cleaning is on hold. Devon Smith from Underwood Engineers recommends a mixer be installed in the Hilltop tank.

- GM Lewis shared a summary of the May 14th meeting with Hazen & Sawyer and NHDES regarding statistical analysis and potholing plan of inspections of the VDE side of service lines to satisfy LSLI requirements; up to 72 sites have been proposed by Hazen and Sawyer. Underwood will be onsite construction management for this project and is developing an ESR to provide those services. There is an SRF program available for 66% loan/interest forgiveness. NHDES is on board with the $60,000 grant on potholing. GM Lewis submitted a pre-application last spring and can reapply for a loan as part of next year's bond article. All Commissioners agreed to reapply.

- Operations reports spreadsheets reviewed.
    - GM Lewis informed the Commissioners that source 5 is offline to give it a resting period.
    - MNR data collection to resume following Spring flushing program.

**Wastewater Projects:**

<u>In Construction</u>

- 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 was submitted to DES by Underwood and could potentially award the VDE up to $100,000 in grant funds.
- KA Stevens is moving material and equipment to the holding pond site for the subsurface leaching field construction. Champlin Associates will provide integration process control and initial procurement; programming and implementation is underway. Instrumentation integration at the 14th fairway pond pump station is still to be developed with ECA.

<u>In Planning</u>

- The sludge removal plan (ESR #31) for the aeration lagoons has been signed and sent to Underwood to execute. Andy Sharpe will give an update.
- Andy Sharpe will set up a meeting to determine how the Trail 6 Force Main investigation work will be divided between Underwood Engineers, VDE, and Champlin.
    - Air relief valves have been purchased by Champlin.

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

**Financial:**

- The first precinct 1 tax payment request for Grantham will go out next week. The payment is anticipated by the end of June.
- Cash Flow & Balance Sheets were reviewed.
- The review of the current drinking water CIP/MPP began and is led by Commissioner Large. Once updated, the plan will be posted on the website.

**Other:**

- Further upgrades to the VDE website are underway. Commissioner Moses shared website updates status.
- Executive Assistant Zani presented the Commissioners with 3 call center options to replace the ECA answering service to receive calls when the VDE office is closed. Once a call center is chosen, a customer questionnaire will be developed and the service will go live. July 1st is the projected date.
- Workshop sessions will be scheduled for the Capital Improvement Plan for Drinking Water.
- There was a discussion on the annual open house which is usually every other year in August or September. Commissioner Large's recommendation, because of all the construction taking place and the Community Forums, was to defer the open house until 2027. All agreed.
- In preparation for the Community Forums, Commissioner Large discussed his ideas for the presentation as:
    - 1st – Corrective Action Plan for Discolored Water, rate study
    - 2nd – Drinking Water 101
    - 3rd – Wastewater 101
- Commissioner Tomasz and Clerk Weeks will work with GM Lewis to review and update the current personnel policy.
- GM Lewis will continue working on the 91A request for drinking water data due May 31st.

A non-public session was requested at 11:48AM per RSA 91A:3(II)a. By roll call:

Large: Aye
Moses: Aye
Tomasz: Aye

The board returned to public session at 12:02PM.

With nothing further, the meeting closed at 12:02PM.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman