Village District of Eastman
Commissioners' Meeting, June 18, 2026
9:00 AM, VDE Office/Zoom

In attendance: Commissioner Terry Large, Commissioner John Tomasz, Clerk Bill Weeks, Assistant Clerk Lin Hill, Treasurer Bill Samuels, Moderator Dave Cole, General Manager Amy Lewis, and Executive Assistant Sherrill Zani. Deputy Treasurer Dave Wright joined on Zoom.

Commissioner Large called the meeting to order at 9:02 AM.

Commissioner Large made a motion to approve the minutes from May 21, 2026. Commissioner Tomasz seconded the motion. All were in favor.

Field/Operations:

GM Lewis informed the Commissioners that the routine system quarter 3 samplings will be taken in July. Residential lead and copper sampling is also due for quarter 3; the number of samples to be collected for processing have decreased to 20 samples, down from the previous 40 needed last year.

GM Lewis will be submitting the certification for the Consumer Confidence Report to NHDES by the June 30th due date.

GM Lewis informed the Commissioners that the certification of the Emergency Response Plan was completed with NHDES.

GM Lewis updated the Commissioners on the status of the current NH drought levels. Sullivan County was considered to be in moderate/severe drought. As of this morning the drought level for Eastman is abnormally dry.

GM Lewis informed the Commissioners that there will be an updated flushing schedule on the website as the main roads will be scheduled to be flushed in the next few weeks. GM Lewis would like to incorporate a daytime flushing schedule for future flushing plans when the system wide flushing begins in the fall.

Meter reads are in progress for the quarter 2 billing.

Drinking Water:

GM Lewis shared the water discoloration and low-pressure issues report. There have been very few complaints about discoloration.

GM Lewis explained that there is higher water usage on Snow Hill. She will have Josh check metered high usages on a dry day by driving around to see if any leaks are visible.

GM Lewis shared that twelve pressure loggers placed throughout the system will be reviewed once Operator Ruel has collected them. The loggers will be out to collect data for 30 days.

<u>In Construction</u>

- Glenwood Wells:

- NHDES has not given full approval yet on the permit application and is now looking for another set of data on each of the wells. Verdantas will respond to the second set of comments from NHDES on the permit application. The well drawdown data has been provided to Verdantas.
- 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. The Connellys signed the purchase and sales agreement and received their payment.
- KA Stevens will be prepping the Glenwood site for construction of the new pump station.
- KA Stevens' subcontractor completed the directional drilling section of the project with no problems arising.
- Champlin is reviewing the generator sizing recommendation provided by Verdantas to make sure the sizing is still adequate before that part of the project moves forward.

- West Cove A & D, water main replacement:
  - Weston & Sampson and SUR Construction provided an aggressive schedule for the project. SUR had two working groups on site starting on the week of May 26th; one crew 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 July 2nd.
  - New mains and lines are installed but not yet live. They are expected to go live next week on College Overlook after successful pressure testing and disinfection.
  - Otter is a little behind schedule. SUR is going to bring in a 3rd crew to help get things done in the timetable scheduled.
  - There were 2 leaks at temporary sites that needed emergency fixes last week.

<u>In Planning</u>

- 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 bypass hydrants through this new area will not be completed this year.
  - ESR #28: Southern-tier survey work
    - Road survey work continues on Winding Wood, Glenwood, and Brookridge for the water main replacement design project consistent with the Corrective Action Plan. VDE will determine which road to prioritize for replacement design after the surveys are completed in July. Glenwood was proposed as replacement #1 due to the material of the line, and volume of historic discolored water complaints.
  - ESR #29 POET tech memo review:
    - Andy Sharpe and Henry Hall of Underwood Engineers will attend the June 29th forum to be available to provide information and answer customer questions on the different house filtration systems options.
  - 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. David Cedarholm with Underwood Engineers is coordinating the tank inspection phase, which will determine the next steps toward the re-lining.
    - 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 provided an ESR to provide construction administration services for the potholing effort. There is a state revolving fund (SRF) loan program specific to the LSLI/LCRR available for 66% loan/interest forgiveness. NHDES is on board with the $60,000 grant on potholing. GM Lewis submitted a pre-application for the LSLI SRF last year and will submit again in 2026 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 was back online as of the end of May after recharging for 2 months.
    - MNR data collection to resume following Spring flushing program.
    - Backwashing is happening daily.

Wastewater Projects:

- There have been a few complaints about sewage odors from customers on Hummingbird, Brookridge and Troon. The aeration lagoons are off-gassing, which is a normal occurrence this time of year when the ponds flip. There are two diffusers in the aeration systems that are not working properly; GM Lewis willhave repairs made.

In Construction

- 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.
- Instrumentation process proposal is approved for the 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.
- KA Stevens is on site at the holding pond site for the subsurface leaching field construction. There is an underground seep that appears to be coming from near or under the pump station. KA Stevens will perform investigating digging concurrently with the field construction to see if any pipes need to be replaced.

In Planning

- The sludge removal plan (ESR #31) for the aeration lagoons has been signed and sent to Underwood to execute.
- 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.
    - Andy Sharpe will work with KA Stevens to get numbers from a test site.
    - Waiting for a proposal to go out.

The operations reports were reviewed. It was noted that pH averages for May were very low.

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 next bond payment is due July 15.
- The review of the current drinking water CIP/MPP began and is led by Commissioner Large. Planned meeting dates are June 23rd & 25th.
- 2025 audit is underway. Auditors were here 2 weeks ago and will be back next Friday to finish up.
- GM Lewis will look into the 2.1 million authorized for voting with DRA to see if a line of credit could be set up because of the approval.

Other:

- Further upgrades to the VDE website are underway. A meeting was held with Culver Technologies to review and get the upgrades implemented.
- Workshop sessions will be scheduled for the Capital Improvement Plan for Drinking Water.
- In preparation for the first Community Forum, the Commissioners will meet on Tuesday June 23rd to prepare the presentation. The agendas for the forums are:
    - 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.

With nothing further, the meeting closed at 12:15PM.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman