Village District of Eastman
Commissioners' Meeting, July 16, 2026
9:00 AM, VDE Office/Zoom

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

Guest: Andy Fields

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

Commissioner Large introduced Andy Fields and welcomed him to the meeting. Mr. Fields gave a brief introduction about himself and his work experience with interest in the VDE Board's activities.

Commissioner Large made a motion to approve the minutes from June 18, 2026. Commissioner Moses seconded the motion. All were in favor.

Field/Operations:

GM Lewis informed the Commissioners that the routine system quarter 3 samplings will be taken later this month. Residential lead and copper sampling is also due for quarter 3; the number of samples collected for processing has decreased to 20 from the previous 40 required last year. Sample bottles will be distributed next week.

GM Lewis submitted the certification for the Consumer Confidence Report to NHDES which had a due date June 30th.

GM Lewis updated the Commissioners on the status of the current NH drought levels. Sullivan County has previously been considered to be abnormally dry. As of this morning the drought level for Eastman is normal to abnormally dry.

GM Lewis informed the Commissioners that an updated flushing schedule will be finalized on July 17th. The new schedule will be posted on the website. GM Lewis would like to incorporate daytime flushing rather than nighttime for future flushing plans when the system-wide flushing begins in the fall.

Meter reads are still in progress for the quarter 2 billing. There is a delay in getting the bills out as Executive Assistant Zani has been working with CUSI technical support to finalize communication between the new billing system and the meter reading system to streamline the process of reading radio and cellular meter usage.

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 has been higher than normal water usage in the Anderson Pond area. She will review the water usage of customers drawing water from Snow Hill to determine if customer usage is high or if there should be future investigation of a leak in that area.

GM Lewis informed the Commissioners that the Corrective Action Plan review and progress update was submitted to NHDES. She will touch base with Andy Sharpe from Underwood Engineering for any other updates.

GM Lewis will share the trends of the twelve pressure loggers placed throughout the system once Operator Ruel has collected them.

In Construction

- Glenwood Wells:
    - GM Lewis informed the Commissioners that Horizons and KA Stevens are slightly delayed in the scheduled time of the Glenwood Wells project. At the Construction Progress meeting on July 14th KA Stevens announced that they are hoping for completion of the building and installation of the pumps and lines by October.
    - Final approval is in process with NHDES on the permit application; they are now requiring another set of sampling data on each well. NHDES has agreed to the new building design change provided to them.
        - Horizons will respond to the second set of comments from NHDES on the permit application.
        - Horizons has been provided with the well drawdown data.
        - The well pumps will be provided by Champlin.
        - Maher Drilling will perform a second pump flow test.
    - Champlin has provided the standard outline for operations for instrumentation and that work is underway.
- West Cove A & D water main replacement:
    - Weston & Sampson and SUR Construction completed an aggressive schedule for the project. One crew completed Otter Road, a second College Overlook.
    - The anticipated re-start of the remaining portions of West Cove A is mid-September. A pre-construction meeting will be held prior to the second phase of the project.

In Planning

- These are the current engineering services requests (ESRs) with Underwood Engineers:

    - ESR #27 for the Road Round the Lake main flushing valves and bypass hydrants: ON HOLD
        - Future work for this on-going project for 2027 and beyond will be finalized with VDE and ECA.
    - ESR #28: Southern-tier water main replacement design:
        - Road survey work continues on Glenwood Road consistent with the Corrective Action Plan. Glenwood was proposed as replacement #1 due to the poor material used of the line and volume of historic discolored water complaints. Replacement design will be done by Underwood Engineering once the survey is completed.

- ESR #29 POET tech memo review:
  - Andy Sharpe and Henry Hall of Underwood Engineers will be asked to join the July 27th Community Forum to provide information and answer customer questions on the different house filtration system options. These options will then be posted on the website.
- ESR #30: Hilltop Storage Tank maintenance:
  - GM Lewis explained that David Cedarholm with Underwood Engineers has coordinated the tank inspection phases consistent with the Corrective Action Plan. The recommendation is for the preparation for plan/bid/on-site supervision of the tank cleaning. The inside of the tank was inspected on July 7th with some visible cracking, and the extent of which and need for repair will be determined.
  - CorrTech will be here Friday, July 24 to dig a test pit to measure the outside of the tank, 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.
- ESR TBD: Potholing Administrative Services:
  - GM Lewis is working with Margaret at Underwood Engineering to oversee the potholing effort tied to the Lead Service Line Inventory requirements. A draft ESR is being discussed with Underwood Engineering for scope adjustments as GM Lewis believes there are 72 sites needed, not the 120 sites Underwood Engineering is proposing.
- ESR TBD: AMP (2022) & Master Plan (2008) Review
  - GM Lewis spoke with Andy Sharpe of Underwood Engineers about helping with revising the AMP and master plan for Drinking Water and creating a master plan for Wastewater.

- Weston & Sampson:
  - There was discussion about upgrading the water treatment plant with Weston & Sampson on the pros and cons of installing a clearwell vs. alternatives to help improve the backwashing process. The consensus is for a clearwell, as the projected additional cost for the clearwell project is small, and the expected incremental benefits are significant.
  - GM Lewis would like to submit a preapplication for funding to the Northern Border Regional Commission that would be presented to the voters as a warrant article for 2027.
  - The Commissioners agreed that flushing hydrants on dead end service lines should be installed as soon as possible to help with water quality.

- Hazen & Sawyer:
  - GM Lewis shared there has been no response yet from NHDES after the June 22nd 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 & 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.

- Operations reports spreadsheets reviewed.

Wastewater Projects:

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 approved by NHDES and VDE could potentially be awarded up to $100,000 in grant funds.
- Leaching field construction is underway with KA Stevens on site. A progress meeting was held on July 8th. 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 has found an underground seep that appears to be coming from near or under the pump station. They will perform investigative digging concurrently with the field construction to see if any pipes need to be replaced. Andy Sharpe from Underwood Engineers will provide a report on the findings.
- Aeration lagoon rehabilitation is underway with Daniels Construction on diffusers. Lagoons 1A and 2A have broken diffusers which are being pulled and replaced this week.
- Trail 6 Force Main exploratory excavation on SMH3 was completed on July 8th.
    - Andy Sharpe of Underwood Engineers provided details.
    - Champlin Associates provided an estimate with options for the vault replacement.
    - The replacement air relief valves have been procured by Champlin Associates.

In Planning

- Underwood – ESR 31; The sludge removal plan for the aeration lagoons has been signed and sent to Underwood to execute.
    - A boat will be provided for Underwood to perform the lagoon sludge measurements.
- Underwood ESR TBD; review and update of wastewater AMP 2021
    - Advanced priority due to WCD findings.
- Underwood ESR TBD; development of Master Plan

The operations reports were reviewed. It was noted that pH averages in the aeration lagoons for May were very low but began rising again through June. GM Lewis noted that the ponds did "flip" in June, which can affect the pH readings.

Holding pond levels were checked. GM Lewis stated that the levels are great; she submits weekly pond levels to the state.

Financial:

- Cash Flow & Balance Sheets were reviewed.
- The review of the current drinking water CIP/MPP began and is led by Commissioner Large. Next meeting will be set for the week of July 20th.
- 2025 on site audit is completed.

- GM Lewis will investigate the $2.1 million authorized 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. Culver Technologies is in the final stages of upgrade implementation.
- The implementation was successful with the new VDE answering service which went live on July 15th.
- In preparation for the 2nd Community Forum, the Commissioners will meet to prepare the presentation. Underwood Engineering has provided a rate study to be included in 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 are working with GM Lewis to review and update the current personnel policy.
- The 91A request for drinking water data was provided by GM Lewis through a Dropbox link. As of today, that information has not been accessed by the requester.

With nothing further, the meeting closed at 11:37AM.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman