Village District of Eastman
Commissioners' Meeting, September 17, 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 David Cole, General Manager Amy Lewis, and Executive Assistant Sherrill Zani.

Guests: Andy Field (in person) and M. Miller (Zoom attempted connection; not heard)

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

Commissioner Large made a motion to approve the minutes from August 20, 2026. Commissioner Tomasz seconded the motion. All were in favor.

The meeting was recorded and a draft was prepared using AI. GM Lewis will edit for accuracy as needed.

Commissioner Large started the meeting with a discussion about what was learned from the community forums, and the volume of attendance and gave a recap of the topics that were covered. Commissioner Moses' thoughts on the forum were very positive reactions from the customers in attendance. The discolored water situation was a concern, but he felt the customers walked away with a much better understanding of all in attendance of how the VDE works. Commissioner Tomasz thought there was a decent turnout, and customers had a positive attitude about the improvements that are needed. Treasurer Samuels thoughts were about the increased costs and budgets, customers will not like it, but knows it is needed. Clerk Weeks noted there was not as much attendance to the forum as would have liked. The wastewater customers were lower in attendance than expected as well. Moderator Cole believes from a public relations standpoint all three forums were wonderful. He believes showing Eastman residents who and what the VDE is was very educational for understanding the investing in value for future costs.

Field/Operations:

GM Lewis informed the Commissioners that the residential lead and copper sampling is due for quarter 3; the number of samples collected for processing has decreased to 20 from the previous 40 required last year. Sample bottles were distributed; six samples still need to be returned to submit to the lab by September 30th.

GM Lewis updated the Commissioners on the status of the current NH drought levels. Sullivan County has previously been abnormally dry. As of this morning the drought level for Eastman is abnormally dry. GM Lewis will post the drought level on the website.

GM Lewis will prepare an updated full-system flushing schedule to start at the end of October. Once a week flushing will progress until Source 6 is cleaned in October before the full- flushing can begin. The new schedule will be posted on the website and emailed prior to the scheduled start date.

Executive Assistant Zani informed the Commissions that the 2nd quarter payments are coming in steadily. The Commissioners requested that a blurb be added to the 3rd quarter billing about calling the VDE office after hours and leaving messages with the answering service.

Drinking Water:

GM Lewis shared the water discoloration and low-pressure issues report. There have only been a couple complaints about discoloration. These recent discolored water reports were determined to be non-system related.

GM Lewis will share the trends of the twelve pressure loggers placed throughout the system that Operator Ruel is picking up next week when she has analyzed the data.

In Construction

- Glenwood Wells:
    - GM Lewis updated the Commissioners on the Construction Progress meeting on August 11th. KA Stevens announced that they are hoping for completion of the building and installation of the pumps and lines by October. Anticipation of wells to be in service by the end of the year.
    - Final approval was given from NHDES on the permit application; they have agreed to the new building design change provided to them.
        - KA Stevens will be prepping the site to start the building construction as soon as this or next week.
    - 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 phase 1 of the project.
    - The re-start of the remaining portions (phase 2) of West Cove A was September 14th. The pre-construction meeting was held prior to the start of the second phase of the project on August 25th.

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.
        - ECA YE28 – Coordination with ECA for Link Lane to Cove Drive (possible to Draper Road paving plans.
    - ESR #28: Southern-tier water main replacement design:
        - Road survey work continues for 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. Underwood Engineering has approximately 30% of the survey design completed.

- ESR #30: Hilltop Storage Tank maintenance:
  - GM Lewis explained that David Cedarholm with Underwood Engineers 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. Waiting for additional data from Underwood Engineers and what their recommendations are.
- ESR #33: Potholing Administrative Services:
  - GM Lewis stated that an amended ESR was reviewed and submitted to Underwood Engineering to oversee the potholing effort tied to the Lead Service Line Inventory requirements. GM Lewis believes there are 72 sites needed. Underwood Engineering is uploading data.
- 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. The current Master Plan is under evaluation by Underwood Engineers, and a scope of work is anticipated by the end of August.

- Weston & Sampson:
  - GM Lewis shared that work is continuing at the West Cove Area. She expects a schedule for the next week from Ethan or Nadine. The temporary line was installed, pressurized, and flushed. Bacteria sampling was taken on September 16th. If the results are clean the temporary service line hookups will begin next week. She is waiting for the engineer to confirm a date for the upcoming progress meeting due for the WCA/D project with S.U.R.
  - GM Lewis submitted a preapplication for funding to the Northern Border Regional Commission that would be presented to the voters as a warrant article for 2027.

- Hazen & Sawyer:
  - GM Lewis shared there has been no response yet from NHDES after the June 22nd meeting with Hazen & Sawyer and NHDES regarding the 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.
  - Lead service line inventory requirements were discussed. Under Hazen & Sawyer's LSLI compliance program, VDE will not spend additional money on potholing efforts in areas already scheduled for water main replacement

- Operations reports spreadsheets were reviewed.

Wastewater Projects:

In Construction

- GM Lewis had no update to share on state-aid grant (SAG) application submitted 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. GM Lewis will update status when it is received from Underwood Engineering.
- Leaching field construction is underway with KA Stevens on site. A progress meeting was held on September 16th. Instrumentation process proposal is approved for the leaching field construction.
    - KA Stevens has found an underground seep that appears to be coming from near or under the pump station. They are performing investigative digging concurrently with the field construction to see if any pipes need to be replaced. KA Stevens is having a soil expert come up and test the clay that they found, which is happening today. With the results of that the subcontractor for KA Stevens will be able to correspond with Robert Sanders who designed the leaching field and figure out where to go from there. Andy Sharpe from Underwood Engineers will provide a report on the findings.
- Aeration lagoon rehabilitation is underway with Daniels Construction, with 19 aeration diffusers inspected and/or replaced. The remaining inspections will be done in October.
- Underwood - ESR 23B; Trail 6 Force Main exploratory excavation on manhole #3 was completed on July 8th.

In Planning

- Underwood – ESR 31; The sludge removal plan for the aeration lagoons has been signed and sent to Underwood to execute.
    - A boat was provided for Underwood to perform the lagoon sludge measurements which were taken July 31st and August 5th. GM Lewis is waiting for a summary of data to develop a plan.
- Underwood ESR TBD; review and update of Wastewater AMP 2021
    - Advanced priority due to WCD findings.
- Underwood ESR TBD; development of Master Plan
    - Application for funding through CWSRF was submitted in May. The funding was not allocated for this project.

The operations reports were reviewed

Holding pond levels were checked. GM Lewis stated that the levels are up a little bit at 4 feet; she submits weekly pond levels to the state. There is no need for an emergency discharge.

Financial:

- Cash Flow & Balance Sheets were reviewed.
- 2025 on-site audit is completed, auditors are still processing information providing a draft by the end of October.

- CRF request: A request for direct payment to SUR Construction for phase 1 of the WCA/D project was voted on. Commissioner Large moved to authorize a request for a direct payment from the capital reserve funds for payment application #1 in the amount of $464,702.49 for SUR Construction phase 1 work at West Cove A & D water main replacement.
- There was a review of YE2026 financials YTD. Commissioner Large and GM Lewis will review.
- Commission Large shared that he spoke with a community member offering to research availability for congressional funding for infrastructure improvement.

Other:

- The implementation was successful with the new VDE answering service which went live on July 15th. Messages are being received and followed up on in a timely manner.
- Commissioner Tomasz and Clerk Weeks are working with GM Lewis to review and update the current personnel policy. It will be reviewed and voted on at next month's meeting.

With nothing further, the meeting closed at 12:09pm.

Respectfully submitted,

Sherrill Zani
Executive Assistant
Village District of Eastman