



Epsom Village Water District

Meeting Minutes

JULY 15, 2025

Present: Dan Smith, Commissioner; Donna Dudley, Commissioner; Dennis Denis Lavigne ; two members of the public

The meeting was called to order at 6:10pm.

Motion was made to approve the May and June minutes. Approved.

Commissioner Updates/Changes:

Accepted the resignation of Samantha Lazo, effective June 15, 2025 as she has moved out of Epsom and is therefore no longer domiciled in the district from which she was elected. In conformance with RSA 652:12 a vacancy is created when an elected official leaves their position prior to the completion of their term. The district Commissioners may fill a vacancy that occurs post-election.

Dan Smith made a motion to appoint Denis Lavigne to fill the position through the end of the term which will be March 2026. Denis brings expertise and knowledge of operational activities of EVWD. Denis will be a huge help to EVWD, especially when Commissioner Smith is not local.

Motion was approved by Commissioners Smith and Dudley.

Appointing Chair of EVWD Commissioners:

Motion was made by Commissioner Dudley to appoint Dan Smith as Chair of the Commissioners and to authorize the Chair as signatory for financial contracts that have been reviewed and approved by the full board. Approved..

New Business / Updates / Summary of Prior Month EVWD Operations

Joni Kitson has notified the Commissioners that she will be ending her Bookkeeper/Finance role effectively immediately. She will continue through the end of her term, 2026, as Clerk. In order to ensure that the finances and bookkeeping tasks continue uninterrupted, a Motion was made

to appoint Jennifer Smith to the Bookkeeper/Finance position. Joni will donate her time to training Jen over the next few months. Approved.

Other • Prior Pending Business •

Review of Rate Structure- Commissioner Dudley continues to gather information from other water districts as well as the NH Department of Environmental Services 2024 NH Water & Wastewater Rates Report. In addition to EVWD rates being at the lower end of the range of rates found, one area getting special attention is implementing fees for various services that EVWD has to date never charged for such as service connections/disconnections; service pipe connections; new service applications, etc.

Operator Search (Dan) update re: WSO:

WSO remains the water operator for now but Commissioner Smith is researching other potential operators. The annual contract with WSO expired and we are planning for now to maintain service on a month to month basis. Dan plans to reach out to Whitewater.

Dan provided an update on USG who wants to terminate the current contract as they are getting out of the tank maintenance business. Dan will be speaking with them next week.

Dan provided a high level review of a new service contract that the district is negotiating with MunaLink. The intent is to improve the meter reading technology which will be paired with Quickbooks Online (QBO) and import readings directly to customer accounts. The customer billing within QB will be customized by MunaLink to automatically generate and email invoices. This will involve migrating data from the current QB Desktop product to QBO. Commissioner Dudley will take the lead on the accounting data migration.

Public comment

It was reported that a fire hydrant was not being used when fighting a recent fire on Rte. 4 and the individual was told that the hydrant wasn't working. The district is not aware of any malfunctioning hydrants. Dan will follow up.

Meeting Adjourned.