EPSOM VILLAGE WATER DISTRICT
PUBLIC MEETING MINUTES

Date: Thursday, October 15, 2026
Time: 5:30 p.m.
Location: Epsom Public Library
Commissioners Present:
Donna Dudley
Joel Swift
David Cushing
District Officers Present:
Allison Gardner, Clerk
Vanessa Poulin, Treasurer

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Commissioner Donna Dudley.

COMMISSIONER AND OFFICER CHANGES

Joel Swift was affirmed as commissioner following his appointment by the New Hampshire Superior Court. The board accepted former Commissioner Tim Denison's August 2026 resignation and discussed the importance of clear, transparent communication and strategic planning.

Motion: Commissioner Swift moved to appoint David Cushing as the third commissioner. The motion was seconded and approved. Allison Gardner was appointed clerk.

Commissioner Swift will serve a three-year term ending in March 2029. Commissioner Cushing will complete the remaining term ending in March 2027.

Motion: Commissioner Dudley nominated Vanessa Poulin to serve as treasurer. Commissioner Cushing seconded the motion.

UTILITY-SYSTEM DATA AND MUNI-LINK

Continental Utility Solutions, Inc. (CUSI), the district's current utility-system provider, requested approximately $6,000 to extract customer data after the former support contract expired. Muni-Link implementation cannot proceed until customer, meter, and transmitter data are available. The board will investigate Muni-Link onboarding training, clarify administrative access, and ensure that each authorized user has unique, secure login credentials.

ANNUAL MEETING PROCEDURE

Commissioner Dudley described a concern raised by the Department of Revenue Administration regarding the absence of a commissioner quorum at the annual district meeting. Guidance from the New Hampshire Municipal Association indicated that the annual meeting is a meeting of district voters and may not require a commissioner quorum. The district will continue working with the appropriate agencies to address any alleged procedural defect.

BUDGET AND REQUIRED FILINGS

The board reviewed required municipal budget filings, including the tax-rate budget form.

STANDARD OPERATING PROCEDURES

The board agreed that the duties and responsibilities of each officer should be documented in written standard operating procedures.

WATER STREET BUILDING AND RECORD STORAGE

The board discussed whether the Water Street building could be improved to support secure records storage, public meetings, a resident drop box, and other district operations. Concerns included moisture,

mold, document deterioration, accessibility, and restroom requirements. Underwood Engineering will meet with the board at its October 20, 2026 meeting.

UPCOMING MEETINGS

The next public meeting will be held October 20, 2026, at 5:30 p.m. at the Water Street property and will focus primarily on engineering, site review, and material decisions. A second public meeting is scheduled for November 10, 2026, at 5:30 p.m.; the location remains to be determined. The board will invite the water operator to an upcoming meeting in accordance with the requirement to attend one meeting each quarter.

HYDRANT MAINTENANCE

The board will ask the water operator to report on completed hydrant work and clarify whether each hydrant requires testing, flushing, or both. The board will also determine whether district members or volunteers may perform any work, request maintenance records, and obtain outside quotes for hydrant maintenance and flushing. Commissioner Cushing and Treasurer Poulin suggested exploring automatic flushing systems as a potential long-term cost-saving measure. The board also discussed providing residents advance notice when hydrants are used for non-emergency purposes.

WEBSITE ADMINISTRATION AND PUBLIC INFORMATION

Commissioner Dudley introduced Richard “Rick” Siek, who assists with the district website. Clerk Gardner will follow up with Mr. Siek regarding website improvements. The board identified consumer confidence reports as information that should be posted online, noted that the website does not permit unrestricted public comments, and emphasized clear, transparent, and proactive public communication.

METER READING AND DELAYED BILLING

Bills expected on October 1 had not been issued because meter readings and system access were delayed. Approximately 325 readings may need to be entered manually before billing can proceed. Billing periods should reflect actual meter-reading dates while the district works toward restoring its regular schedule. Commissioner Dudley will remain the primary contact with the water operator while the district resolves the meter-reading and Muni-Link issues.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Allison Gardner

Allison Gardner, Clerk