

Maintenance Committee
Meeting Minutes
December 16, 2025

The meeting was called to order by Kevin Dooley at 7:02 P.M. A quorum was established as in attendance were voting members Kevin Dooley, Ken Reardon, Don Zeaman, George Phillips, Chuck Quinn, and Jim Peschel. Also in attendance were Warren Trested, Board Liaison, Tom McCutcheon and Buddy Vaughan.

OFFICERS FOR 2026

Per the Maintenance Committee Charter, the Chairperson(s) and the Secretary will be elected annually. No voting members desired to be considered for either position and Kevin Dooley, Ken Reardon, and Jim Peschel will continue in these positions for 2026.

OLD BUSINESS

A. Open Items - The Open Items List was reviewed and updated. The key points of discussion and recommendations are provided below. An updated open item list is provided as Attachment 1.

1. Clubhouse Exit Sign and Emergency Lighting Batteries

It was noted during the discussion that the Clubhouse emergency lighting also has batteries. The exit signs and emergency lighting will be inspected, and a tracking poster with due dates will be developed and posted in the basement to track maintenance issues in the Clubhouse that require periodic action. It was also noted during the discussion that the Clubhouse does not have propane detectors near the fireplace or the furnace. An item was opened to track the purchase and installation of the propane detectors.

2. Three Ponds Drive and Phase 4 House Number Signs

After the November meeting, the Board expressed concern with the use of a power auger and Dig Safe System considerations. The Committee will address the Dig Safe concerns prior to installing the new signposts.

3. Plum and River Birch Tree Replacement

Ken Reardon arranged to have an acquaintance, who is also an arborist, come some time prior to spring to tour the community and provide recommendations for replacement of trees.

4. Invasive Species

The UNH Extension Office was contacted to arrange a tour of the site in the spring to identify invasive plant species and to help develop a control and eradication program. The site tour is tentatively scheduled for 10:00 on Monday,

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April 13th. The date may be revised based upon the winter and the emergence of plants. UNH Extension contact:

Mike Gagnon, Forestry Field Specialist
329 Mast Road,
Goffstown 03045
603-679-5616
Michael.gagnon@unh.edu

B. 11/18/25 Meeting Minutes

The Board had comments on the 11/18/25 minutes regarding the use of a power auger and the Dig Safe Service and on the recommendation to relocate muskrats. The minutes were revised and Rev. 1 was submitted to the Communications Committee for posting on the VTP Website.

C. Tree Trimming in Phase 4

The river birch trees in Phase 4 were trimmed.

D. Homeowner Maintenance Guide

Don Zeaman edited the Homeowner Maintenance Guide to bring it up to date. New material was added to address new topics discussed during the two homeowner workshops conducted by Ken, Kevin, and Don. After the Guide is converted to Word and formatted, it will be distributed for Committee review and posted on the VTP Webpage.

E. Sunset Lane Well

In a previous meeting, there was a suggestion that the well on Sunset Lane be reactivated for irrigation purposes. Jim Peschel contacted the New Hampshire Department of Environmental Services and has exchanged emails with the Community Well Siting section of the Drinking Water and Ground Water Bureau. NHDES will investigate the Sunset Lane well and provide the rule set that VTP will have to follow to activate the Sunset Lane well, and/or other wells on the campground site, or to drill new wells.

NEW BUSINESS

A. Emergency Generator for the Clubhouse

The Committee will investigate the need for and the feasibility of obtaining a portable generator for the Clubhouse that would be capable of powering the furnace in the event of an extended power outage.

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ADJOURN

The meeting was adjourned at 7:50 P.M.

NEXT MEETING

The next meeting will be held in the library at 7:00 P.M. on Tuesday, January 20, 2026, the third Tuesday.

Jim Peschel
Secretary

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Attachment 1
Open Items - Post 12/16/25 Meeting

1. Clubhouse Exit Sign and Emergency Lighting Batteries - Clubhouse subcommittee to develop a schedule for replacement of the exit sign and emergency lighting batteries and other clubhouse maintenance activates that require periodic performance. The schedule should be posted in the clubhouse for ease of use by future Maintenance Committees.
2. Three Ponds Drive and Phase 4 House Number Signs – The Board will procure the new poles and accessories for installation in 2026. The Handiworkers were requested to install the new signs. After the meeting, the Board expressed concern with the use of a power auger and the use of the Dig Safe System. This concern must be addressed prior to installation.
3. Plum Tree Disease – The Board may request the Handiworkers to cut down below grade level, those diseased plum trees that will not be replaced.
4. Pickleball Courts – Painting of the repairs to the court surface will be performed in the Spring if the vendor supplies the paint.
New England Sealcoating, Inc.
120 Industrial Park Road
Hingham, MA 02043
888-959-34398
Nashua, NH Office 603-598-9200
5. Posting Contracts on the CP Website - The Board approved the Committee’s recommendation to have contracts posted on the VTP website.
 - This item will remain open until the non-proprietary contracts are posted on the new VTP website.
6. Ponds Preservation – The Pond Subcommittee was assigned the action to develop a Ponds Preservation Plan.
 - The Plan was developed and provided to the Board for review and approval.
 - The Board's action to review and approve remains open.
 - The Board approved the addition of the ponds to the Reserve Study.
 - This item will remain open until the Reserve Study is updated or revised.
 - The Board approved the elimination of fertilization in the area between the walking trails and the ponds or within 25 feet of the ponds where there are no walking trails.
 - This item will remain open until the Rules and Policies are updated to include this requirement.

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- The Board approved the prohibition of Unit Owners applying fertilizer to their Limited Common Area or the adjacent Common Area.
 - This item will remain open until the Rules and Policies are updated to include this requirement.
- 7. No Swimming Sign - The Board is procuring a no swimming sign for the Handiworkers to install on the old beach off James Circle.
- 8. Don Zeaman's Loam Donation - The loam will be delivered by Mike Sanborn in the spring and will be stored by the Phase 4 leach field.

Mike Sanborn Excavating and Trucking
55 Homestead Lane
Brentwood
603-234-1424
- 9. Invasive Species – Complete a tour of the site with a UNH Extension Service to identify invasive species and assist in developing an eradication plan. Tour scheduled for Monday, April 13th at 10:00 A.M. UNH Extension contact:

Mike Gagnon, Forestry Field Specialist
329 Mast Road,
Goffstown 03045
603-679-5616
Michael.gagnon@unh.edu
- 10. Muskrat Removal - The Committee voted unanimously to recommend that the Board engage a trapper to relocate the muskrats to prevent continuing damage to the pond banks. The Board will review the muskrat recommendation in the spring.
- 11. Propane Detectors - Install propane detectors in the Clubhouse near the fireplace and the furnace.
- 12. Clubhouse Generator - Investigate the need for, and the feasibility of obtaining, a portable generator for the Clubhouse that would be capable of powering the furnace in the event of an extended power outage.
- 13. Well Reactivation and Drilling New Wells - Obtain the NHDES rule set that would have to be followed if the reactivation of the Sunset Lane well or other campground wells or the drilling of new irrigation wells. NHDES Contact:

Jarred P. Swiontek, Community Well Siting Manager
Drinking Water & Groundwater Bureau
603-271-7019
jarred.p.swiontek@des.nh.gov

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Attachment 2
Handyman and Contractors List

The Maintenance Committee is not endorsing the individuals or companies in the list. The list is provided for the convenience and use of VTP residents. All individuals and companies have been recommended by VTP residents except for those used by 3 Ponds, LLC, and Mario Handyman. The Mario Handyman's truck has been observed in the community. **This is not Mario Winter.**

Carpenters/Contractors

1. Joe Vigue 603-689-6730
 - Built the decks, porches and steps for 3 Ponds, LLC. He also does step railing and screen door installation and screen replacement/repair.
2. Caleb Buxton – Buxton's Fine Finishes - 603-583-8253
3. Scott Lavoie Construction, LLC Tel: 603-434-8910, Cell 603-571-8688
www.scottlavoieconstruction.com
4. Matt Daily, Dailydoes, LLC 603-965-6568 mbd7777@aol.com
5. Seth McPherson, Always True Construction 603-303-5378.
AlwaysTrueConstruction@yahoo.com

General Handymen

The following handyman has not been recommended by a VTP resident. However, his truck has been observed in the community. **THIS IS NOT MARIO WINTER.**

1. Mario Handyman
Mario Alves
Salisbury, MA
978-463-8682

Gutters

2. Dan Leclerc - Gutter Dan
30 Hale Avenue
Hookset, NH 03106
Tel. 603-641-3249. Cell 603-540-5249
gutteerdan@comcast.net
3. Builders Installed Products
PO Box 5111
Manchester, NH 03108
603-668-4411. Fax. 603-668-2545
www.buildersinstallationproducts.com

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Radon Mitigation

1. Advanced Radon Mitigation
180 Londonderry Turnpike
Unit 1
Hookset, NH
603-644-1207 Fax. 603-836-5343
www.Radonh2o.com

HVAC

1. Key Heating and Air Conditioning
8 Continental Drive
Exeter, NH 03833
833-235-8811
Info@keyhvac.com
www.kyhvac.com
2. Palmer Gas and Oil
13 Hall Farm Road
Atkinson, NH
603-898-7986

Roofers

1. Exeter Roofing
603-772-5817
info@exeterroofing.com

Generators

1. Generac Dealer - Service & Installation
JN Electric
181 Pingree Hill Road
Auburn, NH 03032
(603) 553-9897
jnelectricnh@gmail.com
Joe & Mike Nusbaum

3 Ponds LLC Contractors

1. Electrical – A. T. Electric 603-223-5000

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- Jason – Electrician 603-714-1005
- 2. HVAC – Brookside Mechanical 603-645-0145
- 3. Plumbing – KG Plumbing and Heating 603-669-6607
- 4. Flooring – JDS Flooring and Backsplash 603-396-4674
- 5. Installation of Component's, etc. - Builders' Installed Products 603-668-4411
- 6. Garage Doors - Raynor Garage Doors – 603-634-8686
- 7. E-One Systems - F. R. Mahoney - 508-765-0051
- 8. Fire Sprinkler System - Black Water Fire Suppression, LLC - 603-316-7286