

**Board of Commissioners  
Minutes  
Public Session  
June 18, 2018  
(approved August 20, 2018)**

Present: J. Comer, W. von Schoen, D. Provencher, Superintendent R. Miner, Business Manager J. Lavoie

Excused: T. Pellegrino, G. Keller

**Financial and Human Resources Review – May**

M. Holton noted that the year is 91.67 complete through May. The revenue is at 88.7% and the expenses are at 84.7% of the budget. Expenditures are being closely reviewed through the end of the year to ensure the district comes in under budget. M. Holton also noted this will be the last year for the capital reserve fund transfers through the budget. NH law was clarified in 2017 to establish the only manner to add monies into CRFs is through Special Warrant Article and no entries have been made for the St. Gobain funds. The auditors are reviewing the agreement and waiting for NH DRA's preferred handling of these transactions.

D. Provencher questioned the administrative overtime. M. Holton noted that two members of the administrative staff left during this fiscal year, causing the administrative overtime when the new employees were learning the systems of the District. A part-time administrative assistant will be added to the staff over this year to alleviate this overtime.

M. Holton noted that engineering done due to the PFOA/PFOS situation was moved directly to receivables due to the anticipated incoming reimbursement

D. Provencher questioned the Thomas Road expenditure. R. Miner noted that water service was extended down Thomas Road which is near Baboosic Lake.

**Non-Public Session**

A motion was made by W. von Schoen and seconded by D. Provencher to go into non-public session per RSA 91-A:3 II(d) "...Acquisition, sale or lease of property" and RSA 91-A:3 II(e) "...pending claims or litigation..." The motion passed 3-0-0 on a roll call vote.

### **After the Non-Public Session**

**1. Board of Commissioners to review minutes from the May 21, 2018 Public and Non-Public Sessions.**

A motion was made by J. Comer and seconded by D. Provencher to accept the minutes of the public and non-public sessions of May 21, 2018 with the following changes:

Page 5 – the words “the proposed recharge site at” should be added in the first sentence of the last paragraph before the words “Wells 4 & 5”

Page 6 – the following sentence should be added to the end of the second paragraph under item 5 “M. Metcalf distributed a draft proposal for estimating cost of GAC treatment at all wells.”

Page 7 – the following changes should be made in the second full paragraph:

The beginning of the fifth sentence should be changed from “Nothing has been proven...” to “No responsible parties have been identified...”

The words “it has clean water” should be replaced by the words “free of PFAs”

Page 7 – in the fourth full paragraph the words “to change their de-icing policies” should be added to the end of the seventh sentence

The motion was passed 3-0-0.

**2. Board of Commissioners to conduct annual review of the MVD investment policy.**

M. Holton noted that no changes have been made in the MVD investment policy except correcting the RSA reference to be for village districts only, versus including the RSA’s for cities too.

A motion was made by W. von Schoen and seconded by D. Provencher to accept the MVD investment policy as presented. The motion passed 3-0-0.

**3. Board of Commissioners to acknowledge acceptance of the MVD/SGPP Settlement Agreement including reimbursement funds for costs incurred.**

M. Holton noted that the auditors said that this agreement should be acknowledged by the Board of Commissioners. W. von Schoen noted he is a bit uncomfortable acknowledging the acceptance of this agreement, as this agreement was negotiated by a prior Board. R. Miner noted that this item would be put on the agenda for another meeting when a majority number of members of the prior Board are present.

**4. Old Business**

There was no old business at this time.

**5. New Business**

**Meeting times** – It was suggested that the Board hold their non-public sessions before their public sessions so that the public sessions would begin at a time later than 4:00 PM. It was suggested that this would allow more members of the public to attend as a lot of people work until 5:00 PM and this would allow the public session to begin at 5:00 PM. J. Lavoie noted that the financial review and the non-public session could be held beginning at the 4:00 PM starting time. J. Comer noted that this would allow M. Holton to still leave at her regular time without accruing overtime to meet with the Board. He noted, however, that the Board is sometimes at the mercy of the availability of the District's consultants and attorney. It was suggested that the Board begin their non-public session and the financial review at 4:00 PM and the regular (public) portion of the meeting be scheduled to begin at 5:00 PM. J. Comer noted that he does not have a concern with this arrangement, but would like to have the vote of a full board on this issue. R. Miner noted that this would be an agenda item at the Board's next meeting.

**Channel 20** – D. Provencher noted that he has asked if the Board meetings that are recorded can be downloaded and put on the Merrimack Government Access channel 20. It is unknown if there are copyright issues involved, but W. von Schoen noted that there should not be any copyright issues.

**Odd/Even Watering** – W. von Schoen noted that there is a lot of debate regarding this issue. He questioned how the District monitors/anticipates a drought situation. R. Miner noted that the state has drought tiers. The District's odd/even restrictions are year-round. The District aligns with the state drought tiers and monitors its production wells. J. Lavoie noted that there is constant monitoring of the wells on a weekly basis by the MVD and EGGI in the summer. R. Miner noted that water can be managed in the District with the odd/even restrictions. He noted that if everyone is doing outside watering at the same time there is insufficient production. J. Lavoie noted that the District is planning for a large fire event. W. von Schoen noted that he would like all of the customers/residents to have correct information regarding this issue so that false information is not spreading.

**EPA PFAS Community Engagement Meeting** – W. von Schoen noted that this meeting with USEPA will be held at Exeter High School. R. Miner and J. Lavoie stated they plan to attend and some Commissioners are interested.

**July Board Meeting** – J. Comer noted that he, G. Keller, and T. Pellegrino would not be available for a meeting of the Board in July. W. von Schoen noted that the regularly scheduled time for this meeting would be July 16. He noted that any needed communication could be done by email. M. Holton noted that if there are three Commissioners receiving an email this is considered a meeting so care should be taken with email correspondence.

**6. Superintendent's Report**

**Mitchell Woods** – R. Miner noted that the wetlands monitoring at this site is 6 months into the year monitoring required by the state.

**Consumer Confidence Report** – R. Miner noted that a mailing regarding the CCR will be going out via postcard rather than the full report. Upon questioning J. Lavoie noted that violations are reported, but not violations regarding the timing of the report's submittal to the state. If there are any sampling violations this information goes out to the public, but procedural violations are not a contamination issue. She noted that 100 copies of the CCR will be printed and available to the public in the MVD office.

**SGPP** – R. Miner noted that the first escrow payment has been received by the District. This transfer went smoothly.

**7. Questions from the Public**

There were no questions from the public at this time.

**8. Questions from the Press**

There were no questions from the press at this time.

**Adjourn**

A motion was made by W. von Schoen and seconded by D. Provencher to adjourn the meeting at 5:45 PM. The motion passed 3-0-0.

Respectfully submitted,  
Rita Pointon, Recording Secretary

